

SUPREME COURT APPEAL PANEL NOTICE OF PROCEDURES

Attorneys representing parties in Supreme Court Appeal Panel (SCAP) matter, must participate in a pre-hearing Scheduling Conference. If you do not call in for the Scheduling Conference with the Clerk of the Appellate Courts at the designated time, then the hearing date and examiner will be selected by the Clerk's Office. **No Hearing shall be continued except upon a showing of good cause** by the requesting party and upon formal written motion. Any motion requesting a continuance must include whether all parties are in agreement or object to the requested continuance. Any motion not including a statement as to the good cause basis for the continuance, and the position of all parties to the requested continuance, **may be returned without review by the Chief Judge of the Panel**. Documents for filing and pleadings will **not** be accepted by e-mail, and must be filed with the Clerk of the Appellate Courts and must include proof of service upon all parties.

Unless otherwise ordered by the Chief Judge of the Panel, transfer-only cases will be scheduled for a full day Hearing where **all parties** must be prepared to present their evidence. Unless otherwise ordered by the Chief Judge of the Panel, provisional discharge and/or discharge only cases, and cases involving all three forms of requested relief, will be scheduled for a half day Hearing where **only the party that brought the petition before the Special Review Board** must be prepared to present his/her evidence. If a stipulation has been reached among the parties in a provisional discharge and/or discharge only case that the committed person has satisfied the initial burden of production, the party opposing provisional discharge and/or discharge shall be prepared to present his/her/its evidence at the half day hearing. The Panel cannot consider requests for relief other than those considered by the Special Review Board.

All parties and attorneys must be present in the courtroom promptly for any and all Hearings and prepared to proceed at the scheduled time. Attorneys who need to meet with their client prior to the Hearing should plan accordingly and **arrive early** or meet prior to the day of Hearing.

Effective July 1, 2016 all documents must be e-filed using the appellate courts' E-MACS system. Additional information regarding registering for the E-MACS system is available on the Clerk of the Appellate Courts' web page:

<http://www.mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab05AppellateFiling>