

Filing an Eviction Appeal

at the Minnesota Court of Appeals

This packet is provided as a general guide to the process of appealing from an eviction judgment. These instructions explain the steps to start an appeal and answer common questions, but are not a full guide to the law.

Please read this entire packet carefully. If you do not understand any of the steps or do not know if these forms are right for your situation, you should speak with an attorney for legal advice. Court employees are able to give general information about court rules and procedures, but they cannot give legal advice.

This packet includes:

- Step-by-Step Instructions for Filing an Eviction Appeal
- Form: Notice of Appeal
- Form: Statement of the Case of Appellant
- Form: Appellant's Certificate of Service by Mail of the Notice of Appeal, Statement of the Case, and Judgment
- Form: Appellant's Certificate of Service by Personal Delivery of the Notice of Appeal, Statement of the Case, and Judgment
- Form: Appellant's Certificate of Filing of Notice of Appeal
- Form: Appellant's Certificate of Service by Mail of Brief
- Form: Appellant's Certificate of Service by Personal Delivery of Brief
- Form: Certificate as to Transcript

For Additional Assistance:

Additional helpful materials, including example briefs, can be found on the Minnesota State Law Library website (<https://mn.gov/law-library/>).

The State Law Library also hosts an Appeals Self-Help Clinic (<https://mn.gov/law-library/services/clinics/appealsclinic.jsp>) where you can get brief free legal advice about your case from a volunteer attorney or get help filling out forms. The Appeals Self-Help Clinic is on the third Thursday of the month from 1:30-4:30 p.m. It is a walk-in clinic, so no appointments are taken. For more information about the Appeals Self-Help Clinic, call (651) 297-7651.

Important Information about your Appeal

Court of Appeals Opinions are Available to the Public

Once your appeal is decided, the Court of Appeals will issue a written decision, called an “opinion,” which will describe your case and the reasons for the court’s decision. **The opinion will be available to the public on the Minnesota Judicial Branch’s website.** After an opinion is filed, it cannot be removed from the internet. This means that anyone who searches for your name on the internet may be able to find and read the opinion, including any reasons you may have been evicted.

Parties in an Eviction Appeal

The party who files the appeal is called the “appellant.” The party or parties who “won” in district court ruled are called the “respondents.”

Laws that Apply to your Appeal

Your appeal is governed by the [Minnesota Rules of Civil Appellate Procedure](#), the [Special Rules of Practice for the Minnesota Court of Appeals](#), and the Minnesota Statutes. [Minnesota Statute section 504B.371](#) applies specifically to eviction appeals.

This packet includes simplified instructions, but you should read the rules and statutes yourself for more information. **If you are representing yourself, you are responsible for researching court rules, case law, and statutes that govern your case.**

You can find the rules and statutes at the Minnesota State Law Library (Room G25, Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155, or call 651-297-7651), and at public libraries. You can also find the rules at the Minnesota Judicial Branch’s website: <http://www.mncourts.gov/About-The-Courts/SupremeCourt/CourtRules.aspx>.

Filing Fees

The appellant in an eviction matter must either pay a \$550 filing fee to the Clerk of the Appellate Courts, or obtain an order from the district court waiving the filing fee for the appeal. An order waiving the filing fee is sometimes referred to as an order granting permission to proceed “in forma pauperis (IFP).” See [Minn. R. Civ. App. P. 103.01, subd. 1; 109](#).

To get an order waiving the filing fee for the appeal, you must request it in district court. You must request an order waiving the filing fee for the appeal, even if the district court already waived district court fees. Your request can also ask to waive the cost of preparing a transcript for your appeal. If the district court denies your request to waive the filing fee for the appeal, you may then file a motion with the Court of Appeals to review the district court’s denial of your request.

Instructions and forms for requesting an order waiving fees for your appeal are found on the Minnesota Judicial Branch Website: <http://www.mncourts.gov/GetForms.aspx?c=19&p=70>

Step-by-Step Instructions for Filing an Eviction Appeal

Step 1: Calculate your appeal deadline

You have 15 days from the date that the district court administrator entered a judgment on the eviction order to file and serve your appeal. **The 15-day appeal period starts to run when the district court *enters* the eviction judgment whether or not you are notified of the entry of judgment on that date.**

General Information about “Entry of Judgment”

An *Order for Judgment* is the judge’s written decision telling the court administrator to enter a *Judgment*. After the district judge issues an *Order for Judgment*, the court administrator will take a separate step called “Entry of Judgment.” The court administrator may prepare a separate document titled “Judgment” or “Judgment Roll,” or the court administrator may add a sentence to the order, after the judge’s signature, that says something like “The above conclusions of law and order constitute the judgment of the court.” The court administrator will sign and date this statement (or the separate *Judgment* document) and will record this action. It is this action which constitutes entry of the *Judgment* and starts the 15-day deadline to file and serve your appeal.

After Judgment is entered, the next step in the district court proceedings is usually that the district court issues a *Writ of Recovery of the Premises and Order to Vacate* (often referred to as the “Writ of Recovery” or just “the Writ”). The *Writ* tells the sheriff or other officials to remove the occupant(s) from the property. The *Writ* is not appealable.

The only decision that can be appealed in an eviction proceeding is the eviction *Judgment*. The *Order for Judgment* is not appealable, but the Court of Appeals will review it as part of your appeal.

The date the district court administrator entered judgment was _____.

Follow the instructions on the next page
to calculate your deadline.

General Instructions for Calculating Court of Appeals Deadlines

- Appellate court staff cannot calculate your deadline for you. You are responsible for knowing the events that start the time periods for your deadlines and you are responsible for keeping track of all deadlines that apply to your appeal.
- Do not count the day of the event that starts the time period (for example, the date the eviction judgment was entered). Instead, start counting the next day.
- Continue counting calendar days. Do not skip weekends or legal holidays.
- If the last day of the period falls on a Saturday, Sunday, or legal holiday, then the deadline is the next business day. For the purpose of calculating deadlines, legal holidays for the appellate courts are:
 - New Year's Day (January 1);
 - Martin Luther King, Jr.'s birthday (the third Monday in January);
 - Presidents' Day (the third Monday in February);
 - Memorial Day (the last Monday in May);
 - Independence Day (July 4);
 - Labor Day (the first Monday in September);
 - Columbus Day (the second Monday in October), even though the appellate courts are open on Columbus Day;
 - Veterans' Day (November 11);
 - Thanksgiving Day (the fourth Thursday in November);
 - The Friday after Thanksgiving; and
 - Christmas Day (December 25).

The deadline for starting my appeal is _____.

Note: The Court of Appeals cannot extend the deadline for appeal. Before the deadline you calculated in this step, the *Notice of Appeal* must be **filed** with the Clerk of the Appellate Courts and **served** on all respondents (steps 2-5 provide instructions for filing and serving documents).

If you do not file and serve the *Notice of Appeal* by the deadline, your appeal will be dismissed.

Step 2: Fill out the *Notice of Appeal* and *Statement of the Case*

- Fill out the *Notice of Appeal*, which is the document that starts the appeal process in an eviction case. It tells the court and the other party or parties that you intend to appeal. A *Notice of Appeal* form is attached to this packet.
- Fill out the *Statement of the Case*, which should *briefly summarize* the reasons you think the district court's decision was incorrect. A *Statement of the Case* form is attached to this packet. You do not need to make detailed arguments in the *Statement of the Case*, because you will make detailed arguments later in your *Brief*. Do not attach any additional documents to your *Statement of the Case*.

The party who files the appeal is called the “appellant.” The party or parties who “won” in district court ruled are called the “respondents.”

The *Statement of the Case* asks you to indicate which format you will use when you file your *brief*: formal, informal, or memorandum of law with a short letter argument. Refer to Step 9 on page 15 for information about the different format options for your *brief*.

Fill in all of the blanks on the forms. If you do not fill out all of the blanks, the Clerk of the Appellate Courts may have to return the forms to you, and it may cause you to miss your deadline to appeal.

Step 3:
File the *Notice of Appeal*, *Statement of the Case*, and a copy of the *Judgment*

“Filing” means submitting or delivering documents to the Office of the Clerk of the Appellate Courts. The first step in your appeal at the Court of Appeals is to file the *Notice of Appeal*.

- Choose your method of filing (see instructions below):

General Instructions for “Filing”

Parties **without an attorney** may file documents by any of the following three methods:

- 1) By **hand-delivering** them to the Clerk of the Appellate Courts during business hours (8:00 a.m. to 4:30 p.m. weekdays, excluding holidays).
- 2) By **mailing** the documents to the Clerk of the Appellate Courts, addressed to:
Clerk of the Appellate Courts
305 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

For filing by postal mail, a document will be considered filed “on time” if it is deposited in the U.S. Mail by the deadline with correct postage and the correct address, even though the Clerk of the Appellate Courts will not receive the document on the day you deposit it in the mail.

- 3) By **submitting them electronically** through the appellate courts’ e-filing system, E-MACS. Parties who do not have an attorney may use E-MACS, but they do not have to. Once you start to e-file in an appellate case, you must continue to e-file throughout the case – you cannot choose later to file in person or by mail (**Note: All attorneys are required to use E-MACS and cannot file documents by mail or by hand-delivery to the Clerk of the Appellate Courts**).

For information about electronic filing and to submit documents electronically, go to the Clerk of the Appellate Courts’ webpage (www.mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab05AppellateFiling).

The Clerk’s Office cannot accept your filing by fax or email. For additional instructions on filing, see [Minn. R. Civ. App. P. 125.01](#).

- If you are filing your documents by hand-delivery or by mail, make copies of the *Notice of Appeal*, *Statement of the Case*, and the *Judgment* that you are appealing. Make enough copies so that there will be a copy of each document for each respondent, as well as one copy of each for yourself. Keep one copy of each document for your records.
- File the original *Notice of Appeal* and *Statement of the Case*, along with a copy of the *Judgment*, with the Clerk of the Appellate Courts.

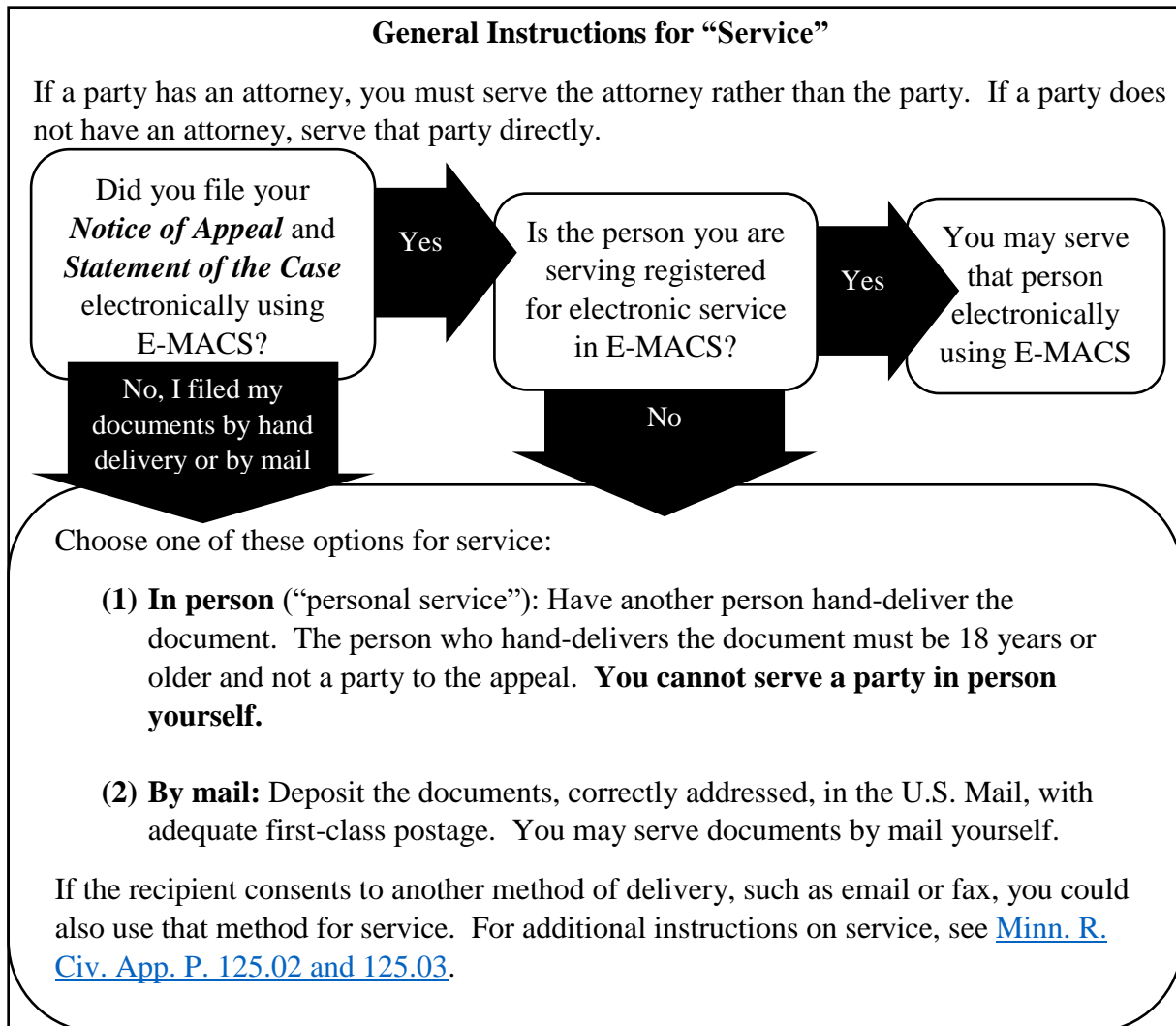
Step 4: Serve the documents on respondents

Any time you submit a document to the Clerk of the Appellate Courts for filing, a copy must also be provided to all other parties at or before the time of filing. This is called “service.”

You must also file proof that you have served the document (“proof of service”) with the Clerk of the Appellate Courts. Instructions for proof of service are at Step 5.

Important: You must file the *Notice of Appeal* and serve it on the respondents by the deadline you calculated in Step 1, or your appeal will be dismissed.

- Choose your method(s) of service. For each party who you need to serve documents on, follow these steps to decide how to serve that party:

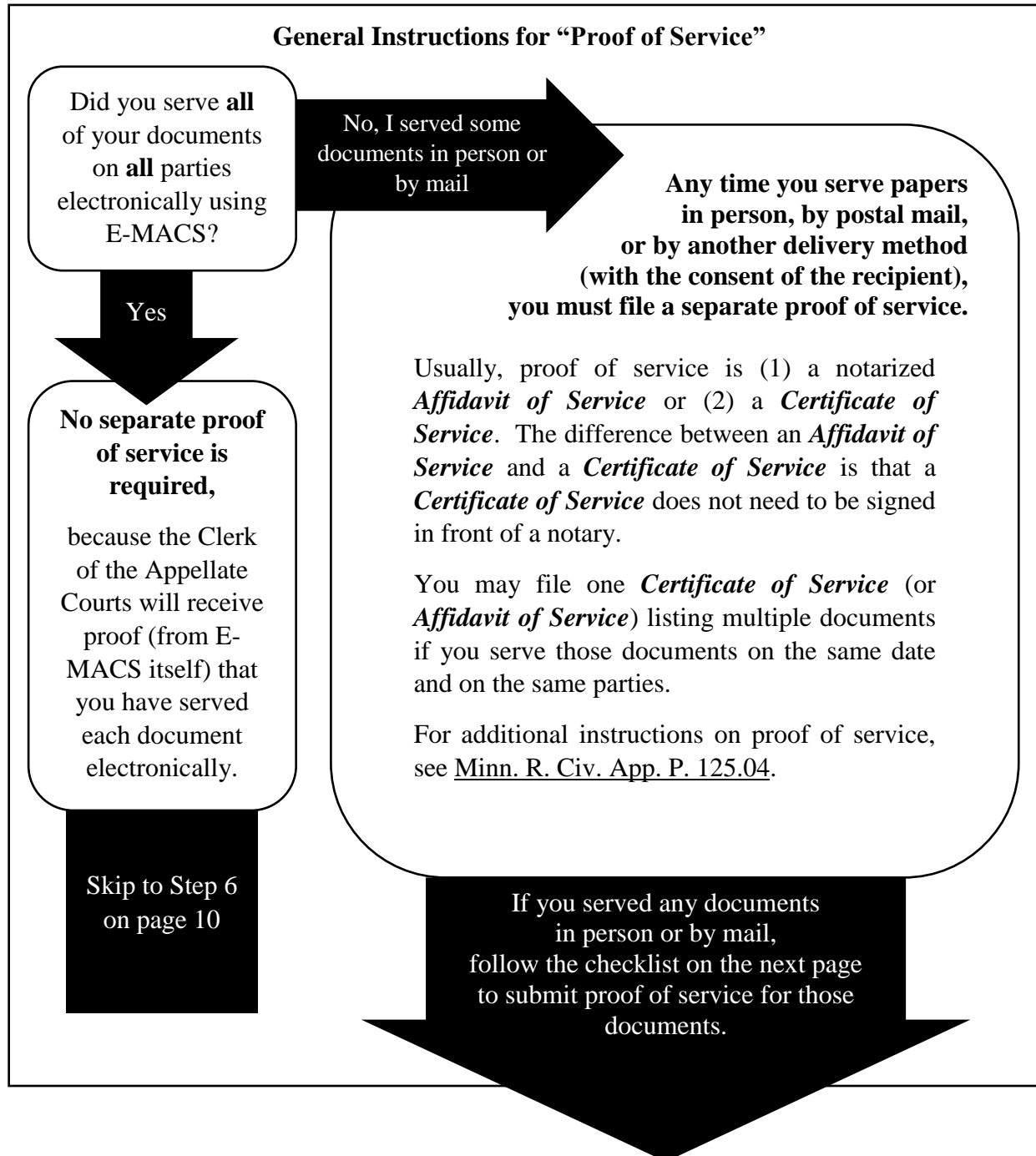


- Serve each respondent with a copy of the (1) *Notice of Appeal*, (2) *Statement of the Case*, and (3) *Judgment*.

Step 5: If you served any documents in person or by mail:

Fill out and file the *Certificate of Service*

Every document submitted to the Clerk of the Appellate Courts for filing must be accompanied by proof that the document was served on the other parties to the appeal. This is called “proof of service.” Documents served electronically do not require a separate document showing proof of service.



- The person who served the documents must complete and sign either:
- the form titled *Appellant's Certificate of Service by Mail of the Notice of Appeal, Statement of the Case, and Judgment*, OR
 - the form titled *Appellant's Certificate of Service by Personal Delivery of the Notice of Appeal, Statement of the Case, and Judgment*.

The *Certificate of Service* must include, from top to bottom:

1. The parties' names and case file number;
2. County where the form was signed;
3. The name of the person who served the documents;
4. The titles of the documents that were served (on the forms included with this packet, the titles of the document are already filled in);
5. The date the documents were served;
6. The names of the parties who were served and the addresses to which the documents were mailed or delivered to those parties;
7. The signature of the person who served the documents, the date the form was signed, and the county and state where the form was signed.

Note: You will need different *Certificate of Service* forms at different steps in the process. Do not fill out or file all of the *Certificate of Service* forms at the same time.

- File the signed *Certificate of Service* with the Clerk of the Appellate Courts.
- If you used E-MACS to electronically file your *Notice of Appeal, Statement of the Case, and Judgment*, you will also file your *Certificate of Service* electronically using E-MACS (even if you served your documents by mail or in person). The *Certificate of Service* must be uploaded as a separate PDF or Word document – do not combine with one of your other documents into a single PDF or Word document.
 - If you filed your *Notice of Appeal, Statement of the Case, and Judgment* documents by hand delivery or by mail, you may also file your *Certificate of Service* by hand delivery or by mail.
 - See Step 3 on page 6 for additional instructions on how to file documents.

Step 6: File a copy of the *Notice of Appeal* with the district court

This step lets the district court know that you have started an appeal with the Court of Appeals.

Like the Court of Appeals, the district courts also allow parties without an attorney to file by mail or hand-delivery to the district court where your case took place. But, the district courts use a different system for electronic filing (called “eFS”), and different district courts may have specific instructions for filing. For more information about filing in district court, contact court administration for the district court where your eviction case was decided.

File a copy of the *Notice of Appeal* with the district court that entered your *Judgment*.

To show that you filed the *Notice of Appeal* in district court, choose one of the following options:

(1) Fill out the attached form titled *Appellant’s Certificate of Filing of Notice of Appeal*,

OR

(2) Obtain a copy of the *Notice of Appeal* that has the district court administrator’s filing stamp on it,

OR

(3) Obtain a copy of the receipt from eFS showing that you filed the *Notice of Appeal* electronically in the district court.

File one of the documents above with the Clerk of the Appellate Courts (see Step 3 on page 6 for instructions on filing documents in the appellate courts).

If you want to request to waive the fees for your appeal (by filing a *Motion to Proceed In Forma Pauperis* in district court), you should file this request now. Instructions and forms for requesting an order waiving fees for your appeal are found on the Minnesota Judicial Branch Website: <http://www.mncourts.gov/GetForms.aspx?c=19&p=70>

Note: If the district court grants your request to waive the filing fees for your appeal, it is your responsibility to forward a copy of the district court’s order waiving your fees to the Clerk of the Appellate Courts.

Step 7: Order your *Transcript* (optional)

In addition to the parties' briefs, the "district court record" is the only information that the Court of Appeals considers in an appeal. The district court record includes documents filed in the district court and evidence used in the hearings before the district court judge or housing court referee.

The district court record might also include a *transcript* of the hearing(s) before the district court judge. A *transcript* is a typed copy of what all of the witnesses, parties, and the judge said at your hearing. If a district court hearing was held in your case, you can order a *transcript* of the hearing. A *transcript* is not automatically prepared unless it is requested.

If you can't afford the transcript preparation fees, you can request that they be waived, by filing a *Motion to Proceed In Forma Pauperis* in district court. Call court administration at the district court to request instructions for having the district court waive your transcript fees.

- Decide whether you need a transcript of a district court hearing. If you want the Court of Appeals to consider what was said at a district court hearing as part of the record in your appeal, you will need a transcript of each hearing you want the Court of Appeals to consider.

If you decide you **do NOT** need a transcript for your appeal, skip to Step 8 on page 12

If you **DO** need a transcript, follow the checklist on the next page.

For each hearing you are requesting a transcript of, gather this information:

- (1) District court case file number for your eviction case: _____
- (2) Names of the parties: _____
- (3) Date of the hearing(s): _____
- (4) Name of the judge at the hearing(s): _____

You will need to provide this information when you request the transcript.

Call court administration at the district court where your eviction hearing took place for instructions on how to request a transcript. You can find contact information for the district court at <http://www.mncourts.gov/Find-Courts.aspx>.

Follow court administration's instructions to request a transcript.

Pay the fee for the transcript. After you submit your transcript request, the court reporter will contact you and will provide you with an estimated cost to prepare the transcript and the estimated date when the transcript will be complete. Payment must be made before the transcript is prepared. If you are unable to afford the transcript fee, call court administration at the district court and request instructions for having the district court waive your transcript fee.

Provide the court reporter with the names and contact information for the other parties involved with the appeal, so that the court reporter can provide them with copies of the transcript. It is the appellant's responsibility to ensure that the other parties receive copies of the transcript(s) ordered by appellant.

Work with the court reporter to fill out a *Certificate as to Transcript*. A copy of this form is included with this packet. The *Certificate as to Transcript* tells the Court of Appeals that you have requested the transcript and will pay the court reporter. See [Minn. R. Civ. App. P. 110.02](#). The *Certificate as to Transcript* must include:

- (1) The date you requested the transcript from the court reporter
- (2) An estimated date that the court reporter will complete the transcript, deliver it to the parties, and file it with the district court;
- (3) Your signature (if you are acting as your own attorney); and
- (4) The signature of the court reporter.

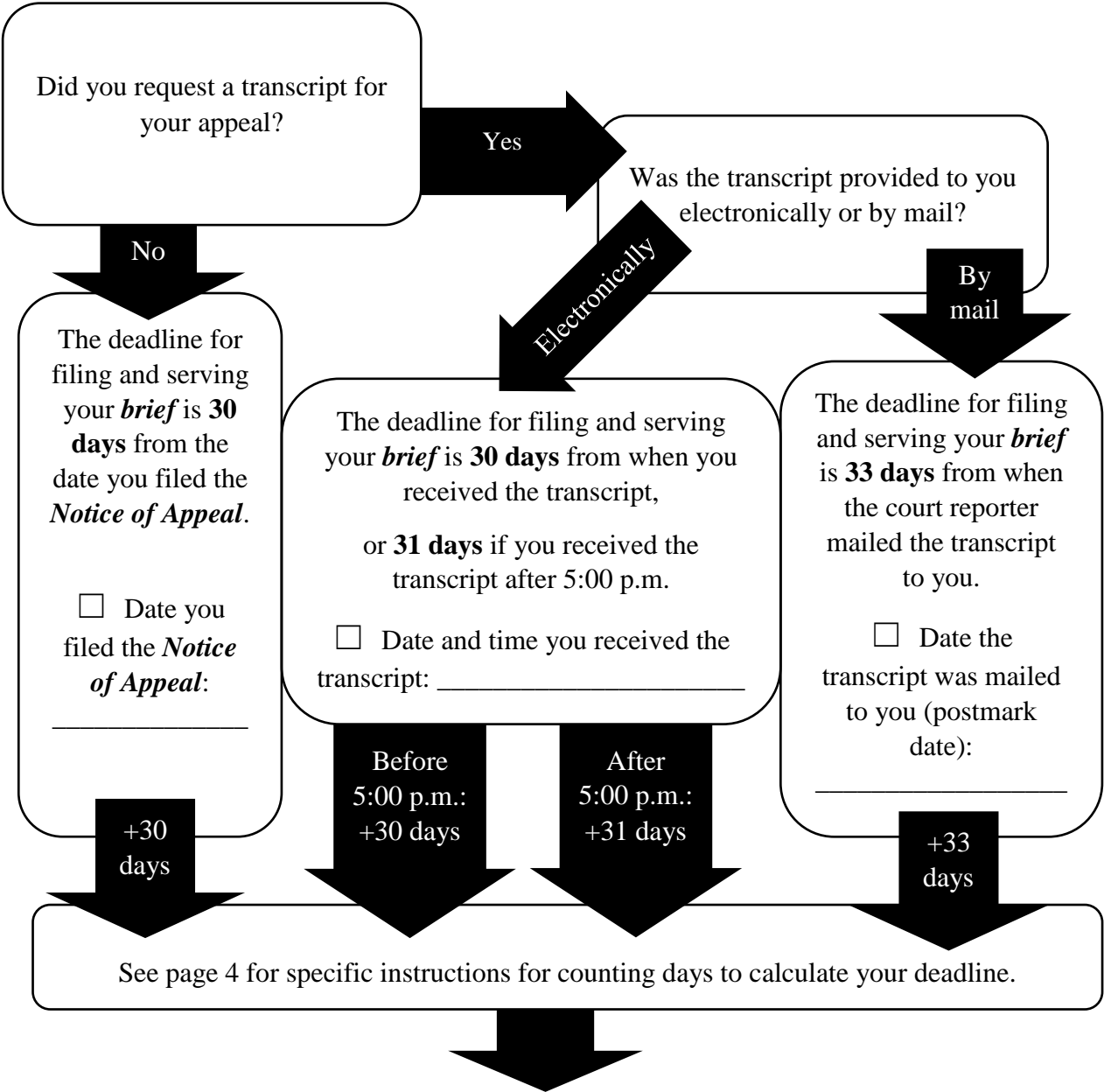
File and serve the *Certificate as to Transcript* with the Clerk of the Appellate Courts, or verify that the court reporter plans to file and serve it for you.

After the court reporter receives payment, they will prepare the transcript and provide it to you and the other parties electronically or by mail. The court reporter will also file a copy of the transcript in the district court and will file a *Transcript Delivery Certificate* with the Clerk of the Appellate Courts verifying that the transcript was filed in district court.

Step 8: Calculate the Deadline for your Brief

Your written argument on appeal is called a “brief.” As the appellant (appealing party), **you must file a brief by the deadline and serve it on the other parties, or your appeal will be dismissed.** See [Minn. R. Civ. App. P. 142.02](#). You are responsible for calculating and keeping track of your own deadlines – appellate court staff cannot do it for you.

The deadline for your *brief* depends on whether you requested a transcript (See [Minn. R. Civ. App. P. 131.01, subd. 1](#)):



The deadline for my brief is _____.

Step 9: Prepare your Brief

In an eviction appeal, you have three options for the format of your *brief*:

- (1) **Formal Brief:** A formal brief includes a table of contents, a statement of the legal issues, a statement of the case and the facts, an argument, a conclusion, and an addendum. See [Minn. R. Civ. App. P. 128.02](#). A formal brief must be bound in a specific way, and can't just be stapled. A list of approved binding methods under [Minn. R. Civ. App. P. 132.01](#) is available at <http://mncourts.gov/Clerk-of-Appellate-Courts.aspx#ApprovedBriefBindingMethods>.
- (2) **Informal Brief:** An informal brief may be stapled and must include a written argument and addendum. See [Minn. R. Civ. App. P. 128.01, subd. 1](#).
- (3) **Memorandum of Law and Short Letter Argument:** If you filed a written *Memorandum of Law* in the district court, you may file that Memorandum as your brief, along with a short letter argument that addresses the district court judge's decision. This may be stapled and must include an addendum. See [Minn. R. Civ. App. P. 128.01, subd. 2](#).

- Choose the format for your *brief* (formal, informal, or short letter argument). Note: This should match the format option you marked in your *Statement of the Case*.
- Write your *brief*. The Minnesota State Law Library website has helpful information about writing briefs and example briefs you can read (<http://mncourts.libguides.com/appeals/briefs>).
- Prepare the addendum to your *brief*. No matter what type of *brief* you file, your *brief* must include an addendum that contains a copy of the district court *Judgment* that you are appealing. See [Minn. R. Civ. App. P. 128.02 and 130.02](#). Your addendum may also contain up to 50 additional pages of documents from the record or statutes, rules, cases or other authorities that would be helpful to the court when reading your brief. However, **you cannot include any new evidence that was not presented to the district court judge.**

Step 10: Prepare paper copies of your *brief*

Even if you e-file and e-serve your *brief* using the appellate courts' E-MACS system, you will still need to file and serve **paper** copies of your *brief*. See [Minn. R. Civ. App. P. 131.03](#).

- Make eight paper copies of your brief. If you are filing a formal brief, make sure your copies are bound according to the instructions in [Minn. R. Civ. App. P. 132.01](#). A list of approved binding methods is available at <http://mncourts.gov/Clerk-of-Appellate-Courts.aspx#ApprovedBriefBindingMethods>.

If there is more than one respondent, you will need two additional copies for each respondent. Keep one copy of your brief for your records.

Step 11: File and serve paper copies of your *brief*

- File five paper copies of the brief (four bound copies and one unbound copy) with the Clerk of the Appellate Courts, by hand delivery or mail (see Step 3 on page 6 for instructions on how to file documents).

Note: Briefs are the only document type that must be filed and served in paper *even after the document has been e-filed and e-served*. Do not mail paper copies of any other e-filed documents to the court or to the other parties involved in the appeal.

- Serve two paper copies of the brief on each respondent (see Step 4 on page 7 for instructions about service).
- The person who served the documents must complete and sign either:
- the form titled *Appellant's Certificate of Service by Mail of Brief*, OR
 - the form titled *Appellant's Certificate of Service by Personal Delivery of Brief*. (see Step 5 on page 9 for instructions about proof of service).
- File the *Certificate of Service* with the Clerk of the Appellate Courts (see Step 3 on page 6 for instructions on how to file documents).
- Keep the eighth copy of your brief for your records.

General Information about "Motions"

If you cannot serve and file your brief by the deadline you calculated and you need more time, or if you want to make any other request of the court, you must serve and file a signed, written request asking the court for the relief you need. This formal request is called a "motion."

The motion must state (1) what you are requesting and (2) the reason(s) for that request. The requirements for a motion are found in [Minn. R. Civ. App. P. 127](#) and specific instructions for requesting a briefing extension are found in [Minn. R. Civ. App. P. 131.02](#).

You must serve the written motion on the respondents. When you file your motion with the Clerk of the Appellate Courts, you must also file proof of service (such as a Certificate of Service). See Steps 4 & 5 for more instructions about service and proof of service.

If you are requesting a deadline extension, your motion should be served and filed before the deadline you wish to extend. **Reminder: the Court of Appeals cannot extend the deadline to serve and file the *Notice of Appeal*.**

What Happens Next?

Court of Appeals Receives the Evidentiary Record and Briefs

The district court sends the record from your case to the Court of Appeals, including any transcript you requested.

The respondent(s) also have the opportunity to submit a brief to the Court of Appeals. If a respondent's brief raises a new topic that your brief did not address, you may (but do not have to) file a reply brief. A reply brief is not required and is not commonly filed in eviction appeals. If you choose to file a reply brief, your deadline for filing and serving the reply brief is as follows:

- If the respondent's brief was served on you in person or electronically via E-MACS, the deadline for your reply brief is 10 days after the date the respondent's brief was served on you.
- If the respondent's brief was served on you by mail, the deadline for your reply brief is 13 days from the date the respondent's brief was mailed to you (not when you received it).

Oral Argument or Non-Oral Consideration

After the parties have filed their briefs, your appeal will be submitted to a panel of three Court of Appeals judges for either oral argument or non-oral consideration. If you are not represented by an attorney, the Court of Appeals will not hold an oral argument. [Minn. App. Spec. R. Pract. 2.](#)

You will receive a *Notice* of the date of oral argument or non-oral consideration by the panel. This notice will also include the names of the judges assigned to decide your case.

Opinion is Issued

The Court of Appeals will issue a written decision, called an "opinion," within 90 days after the oral argument or non-oral conference date. **All appellate court opinions are public and will be available on the Judicial Branch website.**

If you wish to appeal the Court of Appeals decision, you have 30 days after the opinion is issued to file a *petition for further review (PFR)* by the Minnesota Supreme Court. See [Minn. R. Civ. App. P. 117.](#) After an appeal has been decided, the party who prevailed may be able to ask the court to order the party that lost the appeal to pay the winning party's costs related to the appeal. See [Minn. R. Civ. App. P. 139.01-139.03.](#)

How to Stop ("Stay") Eviction during your Appeal

Filing an appeal does not automatically stop or delay ("stay") enforcement of the eviction judgment. This means you can be removed from the property even if you are in the middle of appealing your eviction. If you want to remain in or at the property while the eviction appeal is being decided, you will need to file a *motion to stay enforcement of the eviction judgment* in the district court.

For help with a *motion to stay enforcement of the eviction judgment*, contact court administration in the district court where your eviction case took place, or contact the Minnesota Courts' Statewide Self-Help Center at (651) 259-3888.

**FORM 103A. NOTICE OF APPEAL
(COURT OF APPEALS)**

STATE OF MINNESOTA
COUNTY OF _____

DISTRICT COURT
_____ JUDICIAL DISTRICT

CASE TITLE:

_____,
Plaintiff

**NOTICE OF APPEAL
TO COURT OF APPEALS**

DISTRICT COURT CASE NUMBER:

vs.

Defendant

DATE JUDGMENT ENTERED:

TO: Clerk of the Appellate Courts
305 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd.
Saint Paul, MN 55155

Please take notice that the above-named plaintiff defendant appeals to the Court of Appeals of the State of Minnesota from an entry of judgment in an eviction action, dated as shown as above.

Name of party appealing: _____
Attorney name (if represented): _____
Address: _____
Email address: _____
Telephone: _____
Attorney Registration License Number (if applicable): _____

Signature: _____ Dated: _____
(appellant, or attorney, if represented)

(The district court caption is used on the notice of appeal. Subsequent documents shall bear the appropriate appellate court caption. RCAP 103.01, subd. 1 specifies the contents of the notice of appeal and filings required to perfect an appeal, including filing fees. RCAP 103.03 sets forth judgments and orders which are appealable to the Court of Appeals. RCAP 104.01 specifies time limits for filing and service of the notice of appeal. RCAP 108.01 provides for a supersedeas bond. This document must be accompanied by a completed statement of the case. RCAP 133.03.)

**STATE OF MINNESOTA
IN THE COURT OF APPEALS**

CASE TITLE:

COURT OF APPEALS CASE # _____

vs.

**STATEMENT OF THE CASE
OF APPELLANT**

1. Court of case origination: _____ County District Court
(county name)

Name of presiding judge: _____

2. Jurisdictional Statement: Appeal from district court.

- a. Statute, rule, or other authority authorizing appeal: Minn. R. Civ. App. P. 103.03(a); Minn. Stat. § 504B.371, subd. 2.
- b. Date of entry of judgment, or date of service of notice of filing of order from which appeal is taken: _____
- c. Authority fixing time limit for filing notice of appeal (specify applicable rule or statute): Minn. Stat. § 504B.371, subd. 2.
- d. Date of filing any motion that tolls appeal time: _____
- e. Date of filing of order deciding tolling motion: _____
- f. Date of service of notice of filing of order deciding tolling motion: _____

3. State type of litigation and designate any statutes at issue:

- a. Type of litigation: Eviction
- b. Statute(s) at issue: _____

4. Short description of issues that were raised in the district court, and how the district court judge decided those issues:

5. Short description of the issues you are raising in this appeal (Summarize why you are appealing in a sentence or two. You can make a detailed argument in the brief that you will be filing later):

6. Related appeals:

a. List any prior or pending appeals arising from the same district court case as this appeal (write appeal numbers, or write "none"):

b. List any pending appeals arising from different district court cases that raise similar issues to this appeal (write appeal numbers, or write "none known"):

7. Contents of record:

- a. Is a transcript necessary to review the issues on appeal? Yes No
- b. If yes, is it a full transcript of the hearing(s) before the district court judge or housing court referee, or a partial transcript? Full transcript Partial transcript
- c. Has the transcript already been delivered to the parties and filed with the district court administrator? Yes No
- d. If not, has it been ordered from the court reporter? Yes No
- e. If a transcript is unavailable, is a statement of the proceedings under Rule 110.03 necessary? Yes No
- f. In lieu of the record as defined in Rule 110.01, have the parties agreed to prepare a statement of the record pursuant to Rule 110.04? Yes No

8. Oral argument (Only attorneys can make oral argument. If you do not have an attorney, neither you nor respondents will have oral argument):

- a. If you have an attorney, is oral argument requested? Yes No
 I do not have an attorney
- b. If yes, where is oral argument requested:
 - Minnesota Judicial Center in St. Paul
 - Other: _____

9. Type of brief to be filed (choose one):

- Formal brief under Rule 128.02
A formal brief includes a table of contents, a statement of legal issues, a statement of the case, facts, an argument, a conclusion, and an addendum (see Rule 128.02). A formal brief must be bound (see Rule 132.01).

- Informal brief under Rule 128.01, subd. 1.
An informal brief contains a concise statement of your argument and an addendum. It may be stapled.

- Trial memoranda, supplemented by a short letter argument under Rule 128.01, subd. 2, and an addendum.

10. Names, addresses, and telephone numbers of appellant and respondent (or attorneys, if any):

Appellant or appellant's attorney:

Print name: _____
Address: _____
Email address: _____
Telephone: _____
Signature: _____

Respondent or respondent's attorney:

Print name: _____
Address: _____
Email address: _____
Telephone: _____

(The Statement of Case is not a jurisdictional document, but it is important to the proper and efficient processing of the appeal by the appellate courts. The "jurisdictional statement" section is intended to provide sufficient information for the appellate court to easily determine whether the order or judgment is appealable and if the appeal is timely. The nature of the proceedings below and the notice of appeal determine the jurisdiction of the appellate court. The sections requesting information about the issues litigated in the lower court or tribunal, and the issues proposed to be raised on appeal are for the court's information, and do not expand or limit the issues that might be addressed on appeal. Likewise, the section asking counsel to identify and prior or pending appeals from the same case, and any separate appeals that raise similar issues is intended to provide more information about the procedural history of the case and to ensure that the court has early notice of other pending related matters in case consolidation is appropriate.)

**STATE OF MINNESOTA
IN THE COURT OF APPEALS**

CASE TITLE:

COURT OF APPEALS CASE # _____

vs.

**APPELLANT'S CERTIFICATE OF
SERVICE BY MAIL OF NOTICE OF
APPEAL, STATEMENT OF THE CASE,
AND JUDGMENT**

**STATE OF MINNESOTA
COUNTY OF _____**

I, _____(Name), certify that on _____(Date), I served the attached **Notice of Appeal, Statement of the Case, and Judgment** on the following parties by mailing to each of them a copy thereof, enclosed in an envelope, postage pre-paid, and by depositing the same in the United States Mail, directed to each party as follows (**List the name and address of each party to whom the documents were mailed**):

1. _____

2. _____

3. _____

I declare under penalty of perjury that everything I have stated in this document is true and correct.

(Signature)

(County where certificate was signed)

(Date of signature)

(State where certificate was signed)

**STATE OF MINNESOTA
IN THE COURT OF APPEALS**

CASE TITLE:

Appellant

vs.

Respondent

COURT OF APPEALS CASE # _____

**APPELLANT'S CERTIFICATE OF
SERVICE BY PERSONAL DELIVERY
OF NOTICE OF APPEAL,
STATEMENT OF THE CASE, AND
JUDGMENT**

**STATE OF MINNESOTA
COUNTY OF _____**

I, _____ (**Name**), certify that on _____ (**Date**), I served the attached **Notice of Appeal, Statement of the Case, and Judgment** in the above entitled case, by personally handing to and leaving with the following person(s) (**List the name of each person who received documents and their address**):

1. _____

2. _____

3. _____

I declare under penalty of perjury that everything I have stated in this document is true and correct.

(Signature)

(County where certificate was signed)

(Date of signature)

(State where certificate was signed)

**STATE OF MINNESOTA
IN THE COURT OF APPEALS**

CASE TITLE:

COURT OF APPEALS CASE # _____

vs.

**APPELLANT'S CERTIFICATE OF
FILING OF NOTICE OF
APPEAL IN THE DISTRICT COURT**

STATE OF MINNESOTA
COUNTY OF _____

I, _____ (**Name**), certify that on _____ (**Date**), I filed the attached **Notice of Appeal** in the _____ (County name) District Court by (choose one):

mailing a copy of the **Notice of Appeal**, enclosed in an envelope, postage pre-paid, and by depositing the same in the United States Mail, directed to the district court at the following address:

delivering a copy of the **Notice of Appeal** in person to district court administration.

electronically filing the **Notice of Appeal** using the district court e-filing system.

I declare under penalty of perjury that everything I have stated in this document is true and correct.

(Signature)

(County where certificate was signed)

(Date of signature)

(State where certificate was signed)

**STATE OF MINNESOTA
IN THE COURT OF APPEALS**

CASE TITLE:

COURT OF APPEALS CASE # _____

vs.

**APPELLANT'S CERTIFICATE OF
SERVICE BY MAIL OF BRIEF**

**STATE OF MINNESOTA
COUNTY OF _____**

I, _____ (**Name**), certify that on _____ (**Date**), I served the attached **Brief** on the following parties by mailing to each of them a copy thereof, enclosed in an envelope, postage pre-paid, and by depositing the same in the United States Mail, directed to each party as follows (**List the name and address of each party to whom the brief was mailed**):

1. _____

2. _____

3. _____

I declare under penalty of perjury that everything I have stated in this document is true and correct.

(Signature)

(County where certificate was signed)

(Date of signature)

(State where certificate was signed)

**STATE OF MINNESOTA
IN THE COURT OF APPEALS**

CASE TITLE:

COURT OF APPEALS CASE # _____

vs.

**APPELLANT'S CERTIFICATE OF
SERVICE BY PERSONAL DELIVERY
OF BRIEF**

STATE OF MINNESOTA
COUNTY OF _____

I, _____ (**Name**), certify that on _____ (**Date**), I served the attached **Brief** in the above entitled case, by personally handing to and leaving with the following person(s) (**List the name of each person who received documents and their address**):

1. _____

2. _____

3. _____

I declare under penalty of perjury that everything I have stated in this document is true and correct.

(Signature)

(County where certificate was signed)

(Date of signature)

(State where certificate was signed)

FORM 110A. CERTIFICATE AS TO TRANSCRIPT

(to be filed with the Clerk of the Appellate Courts within 10 days from the date the transcript was ordered)

STATE OF MINNESOTA
COUNTY OF _____

DISTRICT COURT
JUDICIAL DISTRICT _____

CASE TITLE:

Plaintiff,

CERTIFICATE AS TO TRANSCRIPT

vs.

Supreme Court

Court of Appeals

Defendant.

APPELLATE COURT CASE NUMBER:

TO: Clerk of Appellate Courts
305 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd.
Saint Paul, MN 55155

A transcript of the proceedings held on (specify dates) in the above-entitled action was requested by counsel for the (specify party) on (date) in accordance with Rule 110.02, subdivision 2 of the Rules of Civil Appellate Procedure. The estimated number of pages is (number) and the estimated date of completion is _____, a date not to exceed 60 days from the date of request.

Satisfactory financial arrangements have been made between counsel and the court reporter for the transcription.

DATED:

SIGNATURE OF ATTORNEY

ADDRESS AND TELEPHONE NUMBER:

SIGNATURE OF COURT REPORTER

ADDRESS AND TELEPHONE NUMBER:

Cc: District Court Administrator
All Counsel of Record

(Rule 110.02, subdivision 2, requires a certificate as to transcript if any part of the proceedings are to be transcribed by a court reporter. The original copy of the certificate shall be filed with the clerk of the appellate courts, with a copy to the district court administrator and all counsel of record and shall be filed with the clerk of the appellate courts within 10 days from the date the transcript was ordered.)