



MINNESOTA GUIDE & FILE

Next Steps: Conciliation Court Claim

Printing at end of interview

Save the email and password you used for your Guide & File account; you will need this information later to go back to your Guide & File account or to go to the eFS System (Minnesota Judicial Branch's web-based system that allows you to eFile documents in Minnesota district courts).

Below are the next steps for filing a **Conciliation Court Claim** when choosing to print your forms at the end of the interview.

STEP 1: Review the Completed Form

- Guide & File will create the *Statement of Claim* (CCT102) and *Affidavit of Service* (CCT103) at the end of the interview. Depending on your case, it may also create the *Affidavit of Inability to Pay* (CCT104), *Additional Litigants Form* (CCT702), and *Power of Attorney for Conciliation Court* (CCT701).
- Carefully read through your answers on CCT102. Is your form complete? Is the information true and correct? If you find any errors, go back into the interview (<https://minnesota.tylertech.cloud/SRL>) and make changes.
- Print all of the forms and the *Next Steps* that you see listed on the **Summary Page** in the interview.

STEP 2: Sign and Date the forms

- Once your form is complete, print or download the forms and the *Next Steps* listed on the **Summary Page** in the interview.
- Sign and date the *Statement of Claim* (CCT102) form under penalty of perjury. This means you are saying that everything in the form is true; if you know something in the form is not true when you sign it, you could be found guilty of the crime of perjury (see Minn. Stat. § 609.48, <https://www.revisor.mn.gov/statutes/?id=609.48>).
- Each plaintiff must sign the *Statement of Claim*. If there are more than 2 plaintiffs, use the *Additional Litigants Form* (CCT702) for other plaintiffs to sign.
- Sign and date the *Affidavit of Inability to Pay* (CCT104), if completed. Again, if there is more than 1 plaintiff, each plaintiff must complete and sign the *Affidavit of Inability to Pay*.
- Note – if you plan to electronically file your form, you can type your signature on the downloaded form. Type a “/s/” before your name to create a typographical signature. Otherwise, you can scan your hand-signed forms to upload.

STEP 3: File Your Forms with Court Administration

Once your forms are signed, you are ready to file it with the court. It is a good idea to make a copy of your signed forms for your own records before filing. How you file your forms is explained below.

At the Courthouse:

- File the original *Statement of Claim* (CCT102) with court administration. You may also need to file the *Additional Litigants Form* (CCT702) and the *Power of Attorney for Conciliation Court* (CCT701), depending on your situation
- When you file the forms with court administration, there will be a civil filing fee due. If you cannot afford the filing fee, and you are not filing on behalf of a business, file the *Affidavit of Inability* (CCT104) with your *Statement of Claim*.
- This can be done either in person at the courthouse or by mail. Addresses for courthouses are online at <https://www.mncourts.gov/Find-Courts.aspx>.

Electronic Filing through eFS System:

- Your eFS System login information is the same as your Guide & File login and password. Information for eFiling is on the MN Judicial Branch website at <https://www.mncourts.gov/eFile> under the “eFile and eServe Training” tab.
- Once you choose to eFile, you will need to continue to use the eFS System for the rest of the case. See Minn. Gen. R. Prac. 14.01(b)(5)(i) (https://www.revisor.mn.gov/court_rules/gp/id/14/).
- Along with the civil filing fee and costs, there is also a fee of \$5 for using the eFS System.
- You will need to upload a signed copy of your forms that you saved to your computer.

STEP 4: Serve all of the parties

- Once you file your forms, court administration will create a *Summons* that will need to be served on each defendant. How you are sent the *Summons* will depend on how you filed your case.
- [Rule 508\(d\)](#) of the MN General Rules of Practice describes how each defendant should be served with the *Statement of Claim* (the form you created in Guide & File) and the *Summons* (the form issued by court administration). If you are responsible for serving the defendant, court administration will include Instructions for Service, along with the *Summons*.
 - If your claim is less than \$2500 and if a defendant’s address is within the county you filed in, court administration will try to serve that defendant by mail.
 - **If your claim is more than \$2500**, then you must serve each defendant by certified mail, and file proof of service **within 60 days** of when the *Summons* was issued.
- After serving each defendant, fill out the *Conciliation Court Affidavit of Service* (CCT103) to prove service. Use the forms created in Guide & File, or you can download the form online at <http://mncourts.gov/GetForms.aspx?c=10&f=172>.
- **If a defendant does not live in Minnesota**, you may be required to have that defendant personally served. See [Minn. Stat. § 491A.01, subd. 7](#).

STEP 5: File Proof of Service

Unless court administration served each defendant, you will need to file proof of service for each defendant within 60 days of court administration issuing the *Summons*. **Proof of service must be filed before there can be a hearing.**

Please note that if you eFiled your Conciliation Court claim, you will need to eFile your completed *Conciliation Court Affidavit of Service* as well either through Guide & File or eFS.

At the courthouse:

- File the completed *Conciliation Court Affidavit of Service* (CCT103) for each defendant with court administration in person at the courthouse or by mail.

Using Minnesota Guide & File:

- Log into your Guide & File account at <https://minnesota.tylertech.cloud/SRL> by clicking on the person icon in the top right corner and choose “log in.”
- Go to “Start a Filing” and choose the “eFiling the Affidavit of Service” interview.
- You will need the completed *Conciliation Court Affidavit of Service* (CCT103) form saved as a flattened PDF to upload. You will also need a court file number (also known as the case number) to verify you are uploading to the correct file.
- Enter the required details, and then upload the completed *Conciliation Court Affidavit of Service* form.

Using eFS System:

- Sign in to the eFS System (<https://minnesota.tylertech.cloud/ofswb>) using your Guide & File account information.
- If you filed an Affidavit of Inability to Pay or set up a one-time payment account in Guide & File, you will need to add a payment account in the eFS System (even if there is no filing fee).
- Upload your completed Affidavit of Service form, saved as a flattened PDF. Follow the instructions in the QRG: eFiling and eServing an Existing Case.

Step 6: Prepare for the hearing, then go to court

- Conciliation Court hearings are informal, but you must be prepared to present your case. If a witness does not want to appear, you can ask court administration for a subpoena to compel them to appear. There is a fee for each subpoena. Written statements and affidavits of people who do not appear in court have very little value, and the judicial officer may not accept them as evidence.
- You should also **bring all other relevant evidence** to court such as receipts, repair bills, estimates, and other items to help prove your claim. If a defendant or some other person has documents relating to your claim that they will not give to you, you can get a subpoena to require the person to give you the documents. Before you go to court, **prepare a list of facts you want to present**. Organize your presentation as clearly and completely as possible so you will not forget important facts and details.

- **What happens if you do not appear for the hearing?** All parties must appear at the hearing. If you do not appear at the hearing, the judicial officer may dismiss your claim or award a "default" judgment against you on any counterclaims.
- For more information about Conciliation Court, including information if you have an agreement to settle or want to dismiss your claim, please look at the **“Conciliation Court” Help Topic** online at <http://mncourts.gov/Help-Topics/Conciliation-Court.aspx> . You can watch a 10-minute video, “How to Handle a Conciliation Court Hearing,” with tips on how to prepare for your Conciliation Court hearing under the “Related Videos” tab.

Need Help?

Contact the Statewide Self-Help Center at 651-435-6535, or

<https://mncourts.gov/Help-Topics/Self-Help-Centers/Self-Help-Centers-Contact.aspx>

For help with the eFS System (for Step 3 or Step 5), contact the eFS Support Center at 612-902-9585 or

1-844-918-1724 (if calling long distance from a landline phone), or <https://www.mncourts.gov/eFS-Support>