

STATE OF MINNESOTA

IN SUPREME COURT

45721

WHEREAS, the Supreme Court has received a petition to modify the uniform conciliation court form presently in use;

WHEREAS, the Supreme Court has the authority pursuant to M. S. 487.23 to promulgate uniform conciliation court forms;

IT IS HEREBY ORDERED that the attached conciliation court forms UCF8A, B and C; UCF9A, B and C; and UCF10A, B and C are incorporated herein by reference and that these forms shall be used in the following counties effective January 1, 1982:

Anoka County

Blue Earth County

Brown County

Carlton County

Clay County

Faribault County

Houston County

Lac qui Parle County

Lyon County

Olmsted County

Roseau County

St. Louis County

Waseca County

Watonwan County

Wright County

**SUPREME COURT
FILED**

DEC 31 1981

**JOHN McCARTHY,
CLERK**

In all other counties except Hennepin and Ramsey, the above mentioned uniform conciliation court forms shall be used on and after March 1, 1982.

Dated December 24, 1981

BY THE COURT



Douglas K. Amdahl
Chief Justice

State of Minnesota

Conciliation Court

COUNTY OF _____

NO. _____

PLAINTIFF
#1

NAME AND ADDRESS

ZIP

PLAINTIFF
#2

NAME AND ADDRESS

ZIP

VS.

VS.

DEFENDANT
#1

NAME AND ADDRESS

ZIP

DEFENDANT
#2

NAME AND ADDRESS

ZIP

STATEMENT
OF
CLAIM

Name _____ Title _____
 being duly sworn says that _____ he is the plaintiff above named; that the defendant is at least 18 years old; that the defendant is not now in the Military Service; that the defendant is a resident of _____ County; and alleges that the defendant is indebted to the plaintiff in the amount of \$_____, plus \$_____ filing fee, totalling \$_____, plus disbursements, by reason of the following facts:

DO NOT WRITE
BELOW THIS
LINE

NOTARY STAMP OR CLERK'S SEAL

SUBSCRIBED AND SWORN
BEFORE ME ON:

THE ABOVE STATEMENT OF CLAIM IS TRUE AND
CORRECT TO THE BEST OF MY KNOWLEDGE.

DATE: _____

SIGNATURE _____

SIGNATURE

TELEPHONE _____

THE STATE OF MINNESOTA TO THE ABOVE NAMED DEFENDANT

You are hereby summoned to appear at the hearing of the above entitled case at _____ m., on
 _____, at _____ PLACE Clerk _____
 DATE

Dated: _____ at _____, Minnesota Deputy _____

FAILURE
TO APPEAR

Failure of the defendant to appear in Court may result in a default judgment being entered against him. Failure of the plaintiff to appear may result in dismissal of the action or a default judgment being entered in favor of the defendant on any counter-claim which has been interposed.

NON

Memoranda of Proceedings

Judgment becomes final and time for removal expires on _____, 19_____.

ACTION	DATE	ACTION	DATE
Claim filed		Stricken—Settled	
Hearing set for		Order of Dismissal	
Notices mailed		Judgment entered	
Notice returned/not delivered		Notice of Judgment mailed	
Notice re-mailed		Judgment satisfied	
Answer/Offer filed		Removal/Appeal perfected	
Counterclaim filed		Order Vacating Judgment	
Notice mailed		Transcript issued	
Hearing continued/reset to		Exhibit Inf. (Date filed)	
Notices mailed		Exhibits returned	
Hearing continued/reset to			
Notices mailed			

Settlement Agreement

Conc. Ct. R. 1.12 (4)

The parties hereto have agreed upon a settlement of the within controversy, which agreement is as follows: _____

The parties further agree that they will abide the judgment to be entered herein based upon this agreement, without removal, appeal or further litigation.

PLAINTIFF

DEFENDANT

PLAINTIFF

DEFENDANT

Dated: _____

JUDGE OF COUNTY COURT

INSTRUCTIONS

- Failure of the plaintiff to appear may result in dismissal of the action or a default judgment being entered in favor of the defendant on any counterclaim which has been interposed.
- All correspondence and inquiries should be addressed to the Clerk of Conciliation Court.
- Continuances: Only the County Judge may change the date for trial of a case. All parties will be notified by the Clerk of any new date set for trial. The Court in its discretion may assess costs of not to exceed \$25.00, either absolute or conditional, to the other party as a condition of granting an order for a continuance of any case.
- Counterclaims: The defendant may, if he has a claim against the plaintiff which is within the jurisdiction of the Court, file it with the Clerk not less than five days (exclusive of Saturdays, Sundays and holidays) before the trial date, upon payment of a filing fee. The Clerk will then notify the plaintiff of any such claim. Both the claim and the counterclaim will be tried at the same time.
- Evidence: Each party should bring to the trial all witnesses and exhibits, including repair bills and estimates, deemed necessary to prove his case. Upon request the Clerk will issue subpoenas requiring witnesses to appear.
- Trials: After hearing the evidence, the Judge will either make a ruling or take the case under advisement for later decision. The parties will be notified by mail of his decision. If a party changes his address, the Clerk must be notified.

State of Minnesota

Conciliation Court

COUNTY OF _____

NO. _____

PLAINTIFF
#1

NAME AND ADDRESS

ZIP _____

PLAINTIFF
#2

NAME AND ADDRESS

ZIP _____

VS.

VS.

DEFENDANT
#1

NAME AND ADDRESS

ZIP _____

DEFENDANT
#2

NAME AND ADDRESS

ZIP _____

Appearances: Plaintiff Defendant Neither Party Contested Default

Upon evidence received, IT IS HEREBY ORDERED

ORDER
FOR
JUDGMENT
ON
CLAIM
AND
COUNTER
CLAIM

That the _____ is entitled to judgment against the
 _____ in the sum of \$ _____,
 plus filing fees of \$ _____ and disbursements of \$ _____ for a total of \$ _____.

Dated: _____ Judge: _____

JUDGMENT

Pursuant to the Court's Order for Judgment herein, IT IS HEREBY ADJUDGED: that the _____
 _____ have and receive from the _____
 in the sum of \$ _____, plus filing fees of \$ _____, and disbursements
 of \$ _____, for a total of \$ _____.

Dated: _____ Clerk _____
Deputy _____

NOTICE
OF
JUDGMENT

The Parties are hereby notified that the Clerk has entered Judgment as indicated above, but the Judgment is stayed by
 statute until _____, _____ P.M. (to allow time for an appeal if desired).
 Date _____ Time _____ Clerk _____

Dated: _____ Deputy _____

TRANSCRIPT
OF JUDGMENT

I certify that the above is a correct transcript of the
 Judgment rendered in this Court.
 Dated _____ Clerk _____
 Deputy _____

VS

PLAINTIFF

DEFENDANT

MEMORANDUM

Dated: _____

JUDGE OF COUNTY COURT

Order Vacating Judgment

Conc. Ct. R. 1.20

Upon cause shown by the Plaintiff Defendant, the written judgment is hereby vacated and costs in the amount of \$ _____ are hereby assessed against the Plaintiff Defendant.

Dated: _____

JUDGE OF COUNTY COURT

Certificate and Order Vacating Judgment

Conc. Ct. R. 1.21 (5)

Removal/Appeal by the Plaintiff Defendant having been perfected, I certify that the within is a copy of the judgment entered and the claims of the parties and the issues tried before me, and the within judgment is hereby vacated.

Dated: _____

JUDGE OF COUNTY COURT

How Do You Pay a Judgment?

- Payment may be made directly to the party that wins the case (*prevailing party*) or payment may be made through the Clerk of Conciliation Court.
- If the prevailing party is paid directly, obtain a statement of payment from the party (*satisfaction of judgment*) and file this with the clerk's office. Special forms for this procedure are available at the Conciliation Court office.
- If the court is not properly notified of payment, you will have an unsatisfied judgment on your record and your credit rating may be affected.

How Do You Collect a Judgment?

Although a case is decided in your favor, it is not always easy to collect a judgment. The Conciliation Court is not a collection agency and cannot assist you in locating assets. You can, however, try to collect the judgment yourself if it has not been paid within the required 10-day period and if the other party has not filed an appeal. The following information may help you in collecting the amount of the judgment:

- Determine the person's or company's assets. The most common assets that can be levied upon are bank accounts and wages. (*Levy* is an action by the sheriff to collect money granted to you by the court.) You must be able to provide detailed information regarding the assets before the sheriff can make a levy.
- Once you locate assets to levy upon, obtain a record of your case (*transcript of judgment*) from the Conciliation Court Office.
- File the transcript with the Clerk of County Court. The court will then issue an *execution* which is a legal paper authorizing the Sheriff's Department to levy on the person's assets. The total fees for the execution process will be added to the judgment you are attempting to collect.
- The judgment is good for 10 years and may be renewed for another 10 years. If a person has been declared bankrupt, the debt may be discharged—and you cannot collect. If the party is declared bankrupt following a judgment, you may receive part of your payment if assets are divided among the party's creditors.

How Do You Appeal a Judgment?

- Any party who was not present at the trial, and who has good reason for not having been present, may apply to the Clerk, not later than the date and time indicated in the Notice of Judgment, for permission of the Court to re-open the case for another trial. If the Court grants another trial, the Judge may require payment of costs to the other party, absolute or conditional, not to exceed \$25.00.
- Any party who believes this Judgment to be incorrect may appeal to the County Court for a completely new trial, by a different Judge, or by a jury if desired. The statutory requirements for such an appeal, must be complied with not later than the date and time indicated in the Notice of Judgment. Such requirements are time-consuming, and it is suggested that such inquiries be made well in advance of the date and time indicated.
- The losing party may pay the judgment to the Clerk for the benefit of the prevailing party or may pay the prevailing party directly, securing a written satisfaction of judgment from him and filing said satisfaction in this Court. Payment in full before the date indicated in the Notice of Judgment will prevent the docketing or enforcement of this judgment in County Court, and will thus prevent any execution or other proceedings which increase the amount of costs the losing party will be obliged to pay.

State of Minnesota

Conciliation Court

COUNTY OF _____

NO. _____

NAME AND ADDRESS

ZIP

PLAINTIFF
#1

NAME AND ADDRESS

ZIP

PLAINTIFF
#2

VS.

VS.

NAME AND ADDRESS

ZIP

DEFENDANT
#1

NAME AND ADDRESS

ZIP

DEFENDANT
#2

DEFENDANT'S
COUNTERCLAIM

Name _____ Title _____
 being duly sworn says that _____ he is the defendant above named; that the plaintiff is at least 18 years old; that the plaintiff is not now in the Military Service; that the plaintiff is a resident of _____ County; and alleges that the plaintiff is indebted to the defendant in the amount of \$ _____, plus \$ _____ filing fee, totalling \$ _____, plus disbursements, by reason of the following facts:

DO NOT WRITE
BELOW THIS
LINE

NOTARY STAMP OR CLERK'S SEAL

SUBSCRIBED AND SWORN
BEFORE ME ON:

DATE: _____

SIGNATURE

THE ABOVE STATEMENT OF COUNTER CLAIM IS TRUE AND
CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE _____

TELEPHONE _____

NOTICE OF
HEARING

THE STATE OF MINNESOTA TO THE ABOVE NAMED PLAINTIFF

You are hereby notified to appear at the hearing of the above entitled case at _____ m., on _____ DATE, at _____ PLACE Clerk _____ Dated: _____ at _____, Minnesota Deputy _____

FAILURE
TO APPEAR

Failure of the plaintiff to appear may result in dismissal of the action or a default judgment being entered in favor of the defendant on any counter-claim which has been interposed. Failure of the defendant to appear in Court may result in a default judgment being entered against him.

125721

INSTRUCTIONS

- Failure of the plaintiff to appear may result in dismissal of the action or a default judgment being entered in favor of the defendant on any counterclaim which has been interposed.
- All correspondence and inquiries should be addressed to the Clerk of Conciliation Court.
- Continuances: Only the County Judge may change the date for trial of a case. All parties will be notified by the Clerk of any new date set for trial. The Court in its discretion may assess costs of not to exceed \$25.00, either absolute or conditional, to the other party as a condition of granting an order for a continuance of any case.
- Counterclaims: The defendant may, if he has a claim against the plaintiff which is within the jurisdiction of the Court, file it with the Clerk not less than five days (exclusive of Saturdays, Sundays and holidays) before the trial date, upon payment of a filing fee. The Clerk will then notify the plaintiff of any such claim. Both the claim and the counterclaim will be tried at the same time.
- Evidence: Each party should bring to the trial all witnesses and exhibits, including repair bills and estimates, deemed necessary to prove his case. Upon request the Clerk will issue subpoenas requiring witnesses to appear.
- Trials: After hearing the evidence, the Judge will either make a ruling or take the case under advisement for later decision. The parties will be notified by mail of his decision. If a party changes his address, the Clerk must be notified.