

Filing an Unemployment Appeal at the Minnesota Court of Appeals Gudbinta Racfaan kadhanka ah go'aan laxariira Gunada Shaqo la'aanta oo loo gudbiyo Maxkamada Racfaanada ee Minnesota

This packet is provided as a general guide to the process of appealing from a final decision by an Unemployment Law Judge (ULJ) about a claim for unemployment benefits. The final decision that you can appeal is a *ruling on a request for reconsideration*.

Baakadaan waxaa loogu talagalay inay tilmaan guud kabixiso hanaanka racfaanka kadhanka ah go'aanka kama danbaysta ah ee uu gaaro Xaakimka Sharciga Shaqo la'aanta (ULJ) oo laxariira codsi lagu codsaday gunooyinka shaqo la'aanta. Go'aanka kama danbaysta ah ee aad racfaanka kaqaadan karto waa *xukun kudhacay codsiga dib u eegista xukunka*.

These instructions explain the steps to start an appeal and answer common questions, but are not a full guide to the law.

Tilmaamuhu waxay sharaxayaan talaabooyinka aad kubilaabayso racfaanka kadhanka ah maamulka iyo sida aad uga jawaabayso su'aalaha guud, laakiin maaha tilmaamo buuxa oo sharciga laga bixinaayo.

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.

Fadlan akhri dhamaan buggaan si taxadar leh. Haddii aadan waxba kafahmin talaabooyinka ama aadan aqoon in foomamkaan ay yihiin kuwo xaaladaada kuhabboon iyo hadii kale, waa inaad kala hadashaa qareen si uu talo sharci kuusiiyo. Shaqaalaha maxkamadu waxay awoodaan inay macluumaad guud kaasiyaan xeerarka maxkamada iyo hanaanada laraacaayo, laakiin kuma siin karaan talo sharci.

This packet includes/Buuggaan waxaa kujira:

- Step-by-Step Instructions for Filing an Unemployment Appeal
Tilmaamaha Talaabo-talaabada ah ee qaabka aad Ubuuxinayso Racfaan laxariira Shaqo la'aanta
- Form: Petition for Writ of Certiorari
Foomka: Racfaanka Go'aanka Kama Danbaysta ah
- Form: Statement of the Case
Foomka: Bayaanka Kiiska
- Form: Writ of Certiorari
Foomka: Dib u eegista xukunka kama Danbaysta ah
- Form: Certificate of Service by Mail of the Petition, Unsigned Writ, Statement of the Case, and Unemployment Law Judge's Decision
Foomka: Shahaadada Adeegga ee Lagu Diro Boostada Racfaanka, Xukun aan Lasaxiixin, Bayaanka Kiiska, iyo Go'aanka Xaakimka Sharciga Gunada Shaqo la'aanta
- Form: Certificate of Service by Mail of the Issued Writ of Certiorari
Foomka: Shahaadada Adeegga ee Lagu diray Boostada Dib U eegista Xukunka Lasoo saaray
- Form: Certificate of Service by Mail of Brief
Foomka: Shahaadada Adeegga ee Boostada lagu diray ee Dacwada Kooban

For Additional Assistance/Wixii Caawimaad dheeri ah:

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

Macluumaad dheeri ah oo faaiido muhiim ah, ayna kujiraan tusaalayaasha dacwadaha kooban, waxaa laga helayaa webseetka Maktabada Sharciga ee Gobalka Minnesota oo ah (<https://mn.gov/law-library/>).

The State Law Library also hosts an Unemployment Appeal Legal Advice Clinic (<https://mn.gov/law-library/services/clinics/unemploymentclinic.jsp>), where you can get free legal advice about your case from a volunteer attorney or get help filling out forms. To sign up for the Unemployment Appeal Legal Advice Clinic, call (651) 297-7651.

Maktabada Sharciga Gobalka ayaa sidoo kale leh Xarunta Caafimaadka ee Talo Bixinta Sharciga Racfaanka (<https://mn.gov/law-library/services/clinics/unemploymentclinic.jsp>), Halkaasoo aad kahelayso talo sharci oo bilaash ah oo uu kusiinaayo qareen mutadawac ah ama lagaa caawinaayo buuxinta foomamka. Si aad iskaqorto xarunta Caafimaadka ee Talo bixinta Sharciga Racfaanka, wac (651) 297-7651.

Important Information about Unemployment Appeals Macluumaadka Muhiimka ah ee Kusaabsan Racfaanada Gunada shaqo La'aanta

Request Reconsideration Before You File Your Appeal Codso Dib u eegis lagu sameenaayo xukunka Kahor intaadan Gudbin Racfaan

Before you appeal to the Court of Appeals, you must request reconsideration of the ULJ's initial decision before the deadline for that request, and receive the ULJ's *ruling on your request for reconsideration*. The ULJ's initial decision included instructions for requesting reconsideration. The ULJ's *ruling on a request for reconsideration* is the final decision that you can appeal to the Court of Appeals.

Kahor inta aadan racfaan ugudbin Maxkamada Racfaanada, waxaa qasab ah inaad codsato dib u eegis lagu sameeyo go'aanka kama hore ee ULJ kahor intaan lagaarin mudada loocayimay codsiga racfaanka, kadibna hel xukunka ULJ *ay kaqaadato codsigaaga dib u eegista go'aanka*. Go'aanka koobaad ee ULJ waxaa kujiray tilmaamo laxariira qaabka aad dib u eegis udalban karto. Xukunka ULJ *ay kagaarto codsigaaga dib u eegista go'aanka* waa go'aan kama danbays ah kaasoo aad racfaan uga qaadan karto Maxkamada Racfaanada.

Court of Appeals Opinions are Available to the Public Dookhyada Maxkamada Racfaanada waxaa heli Kara Bulsho waynta

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, which will include information about the reason you were fired.

Marka go'aan laga gaaro racfaankaaga, Maxkamada Racfaanadu waxay soo saaraysaa go'aan qoran, oo loogu yeero "Fikirka," taasoo sharaxaysa kiiskaaga iyo sababaha loo cuskaday go'aanka maxkamada. **Fikirku wuxuu ufunnaan doonaa dadwaynaha ayagoo ka arkaaya webseetka Waaxda Garsoorka ee Minnesota.** Kadib marka labuuxiyo bayaanka fikirka, lagama saari karo interneetka. Tani waxay kadhigan tahay in qofkasta oo magacaaga kabaara interneetka uu awoodi doono inuu helo uuna akhriyo fikirka, kaasoo ay kujiri doonaan macluumaad kusaabsan sababta shaqada lagaaga cayriyay.

Laws that Apply to your Appeal Sharciyada Qabanaaya Racfaankaaga

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 268.105](#) applies specifically to unemployment benefits appeals.

Racfaankaaga waxaa maamulaaya [Sharciyada Minnesota ee Hanaanka Racfaanka Madaniga ah](#), Xeerarka [Gaarka ah ee Shaqada Maxkamada Racfaanada ee Minnesota](#), iyo Qaanunada Minnesota. [Qaanuunka Minnesota Qaybta 268.105](#) ayaa si gaar ah uqusaysa racfaanada laxariira gunooyinka shaqo la'aanta.

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.**

Buuggaan waxaa kujira tilmaamo fudud, waa inaad adigu akhrisataa xeerarka iyo qawaaniinta si aad macluumaad dheeri ah u ogaato. **Haddii aad matalayso naftaada, adigga ayaa masuul ka ah baarista xeerarka maxkamada, sharciga kiiska, iyo qawaaniinta qabanaaya kiiskaaga.**

You can find the rules, case law, 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>.

Waxaad kahelaysaa xeerarka, sharciga kiiska, iyo qawaaniinta Maktabada Sharciga Gobalka Minnesota (Room G25, Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155, ama wac 651-297-7651), iyo maktabadaha dadwaynaha. Waxaa sidoo kale kahelaysaa xeerarka Webseetka Waaxda Garsoorka ee Minnesota: <http://www.mncourts.gov/About-The-Courts/SupremeCourt/CourtRules.aspx>.

Filing Fees/Qarashaadka Buuxinta Racfaanka

An applicant appealing the denial of unemployment benefits does **not** have to pay a filing fee. [Minn. Stat. § 268.105, subds. 6\(b\), 7\(c\)](#).

Qofka racfaanka kaqaadanaaya diidmada gunooyinka shaqo la'aanta ee loodiiday lagama doonaayo inuu dhiibo qarashka gudbinta racfaanka. [Minn. Stat. § 268.105, subds. 6\(b\), 7\(c\)](#).

Important Information about your Appeal Macluumaadka Muhiimka ah ee Kusaabsan Racfaanka

Your Forms Must be Filled Out in English Foomamkaaga waa in lagu Buuxshaa Af-Ingiriis

The forms in the attached packet are worded in both English and the translated language. But your answers on the form must be provided in English. If you are unable to fill out your forms in English yourself, you will need to arrange for someone to assist you to word your answers in English. Foomamka kujira baakada lifaaqa kujirta waxay kuqoran yihiin labadaba luuqada Ingiriiska iyo luuqada Soomaaliga. Laakiin jawaabahaaga foomka waa in lagu qoraa Af-Ingiriis. Haddii aadan awoodin inaad buuxiso foomamkaaga adoo kujawaabaaya luuqada Ingiriiska oo aad adigu qortay, waa inaad diyaarsataa qof kaacaawiya qorista jawaabahaaga oo Af-Ingiriis ah.

Your Brief Must be Written in English Sharaxaada Kooban ee Dacwadaada waa in lagu qoraa Af-Ingiriis

A major part of your appeal is your *brief*, which is where you will make your legal arguments supporting the outcome you are seeking in your appeal. Your brief will likely require some legal research into the statutes and case law that apply to your appeal. The brief must be written in English. If you are unable to write your brief in English yourself, you will need to arrange for someone to assist you researching and writing your brief in English.

Qayb wayn oo kamid ah racfaankaaga ayaa ah *sharaxaada kooban ee dacwadaada*, taasoo ah meesha aad dooda sharci kuqorayso taasoo taageeraysa natiijada aad doonayso inay kasoo baxdo racfaankaaga. Sharaxaadaada kooban waxay ubadan tahay inay ubaahato baaritaan sharci oo aad kusamayso qawaaniinta iyo kiiska sharciga quseeya racfaankaaga. Sharaxaada kooban ee dacwadaada waa in lagu qoraa Af-Ingiriis. Haddii aadan awoodin inaad buuxiso sharaxaada kooban adoo kujawaabaaya luuqada Ingiriiska oo aad adigu qortay, waa inaad diyaarsataa qof kaacaawiya baarista iyo qorista sharaxaadaada kooban oo Af-Ingiriis ah.

**Step-by-Step Instructions
for Filing an Unemployment Appeal
Tilmaamaha Talaabo-talaabada ah ee qaabka
aad Ubuuxinayso Racfaan laxariira Shaqo
la'aanta**

**Step 1: Calculate Your Appeal Deadline
Talaabada 1: Xisaabi Waqtiga Kama danbaysta ah ee Racfaankaaga**

If you received your *ruling on the request for reconsideration by email* from the Department of Employment and Economic Development (DEED), you have **30 days to file** your appeal, from the date the email was sent.

Haddii aad heshay xukunka laga gaaray *codsigaaga dib u eegista xukunka ayna iimeel kuugusoo dirto* Waaxda Shaqada iyo Hormarinta Dhaqaalaha (DEED), waxaad haysataa **30 maalmood inaad kugudbiso** racfaankaaga, laga bilaabo taariikhda laguusoo diray iimeelka.

If you received your *ruling on the request for reconsideration in the mail* from DEED, you have **33 days to file** from the date it was mailed to you.

Haddii laguusoo diro *xukunka laga gaaray codsigaaga dib u eegista go'aanka ayna boostada kuugusoo dirto* DEED, waxaad haysataa **33 maalmood inaad kugudbiso** laga bilaabo taariikhda boostada laguusoo diray.

General Instructions for Calculating Court of Appeals Deadlines
Tilmaamaha guud ee xisaabinta Waqtiyada ay ku egyihiin Racfaanada Maxkamadu

- Do not count the day of the event that starts the time period (for example, the date the ULJ’s decision was mailed to you). Instead, start counting the next day.
Ha xisaabin maalinta dacwadu dhacayso taasoo kabilaabanta waqtiga (tusaale ahaan, taariikhda go’aanka ULJ boostada laguugusoo diray). Taas badalkeed, kabiloow tirinta maalinta xigta.
- Continue counting calendar days. Do not skip weekends or legal holidays.
Siiwad tirinta maalmaha kalaandarka. Haka boodin maalmaha dhamaadka asbuuca ama fasaxyada sharciga ah.
- 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:
Haddii maalinta ugu danbaysa ee muddadu noqoto maalin Sabti ah, Axad ah, ama maalin sharciyan fasax ah, markaas maalinta kama danbaysta ah waxay noqonaysaa maalinta xigta ee shaqada. Sababo laxariira tirinta maalmaha kama danbaysta ah ee dacwada, maalmaha fasaxa u ah maxkamadaha racfaanka ayaa ah:
 - New Year’s Day (January 1);
Maalinta Sanadka Cusub (Janaayo 1);
 - Martin Luther King, Jr.’s birthday (the third Monday in January);
Maalinta Dhalashada Martin Luther King, Jr. (Isniinta sadexaad ee bisha Janaayo);
 - Presidents’ Day (the third Monday in February);
Maalinta Madaxwaynaha (Isniinta saddexaad ee Feebaraayo);
 - Memorial Day (the last Monday in May);
Maalinta Xuska (Isniinta ugu danbaysa bisha Maajo);
 - Independence Day (July 4);
Maalinta Xornimada (Luuliyo 4);
 - Labor Day (the first Monday in September);
Maalinta Shaqaalaha (Isniinta ugu horaysa bisha Sibteembar);
 - Columbus Day (the second Monday in October), even though the appellate courts are open on Columbus Day;
Maalinta Columbus (Isniinta labaad ee Oktoobar), inkastoo Maxkamadaha Racfaanku furan yihiin Maalinta Columbus;
 - Veterans’ Day (November 11);
Maalinta Halyeeyga (Nofeembar 11);
 - Thanksgiving Day (the fourth Thursday in November);
Maalinta Mahad Naqa (Khamiista Afaraad ee Nofeembar);
 - The Friday after Thanksgiving; and
Jamcada Kadanbaysa Maalinta Mahad Naqa; iyo
 - Christmas Day (December 25).
Maalinta Kiristaanka (Diseembar 25).

The deadline for starting my appeal is _____.

Taariikhda Kama danbaysta ah ee bilaabida Racfaankayga ayaa ah

Note: The Court of Appeals cannot extend the deadline for appeal. Before the deadline you calculate in this step, the *Petition for Writ of Certiorari* 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 *Petition for Writ of Certiorari* by the deadline, your appeal will be dismissed.**

Ogsoonow: Maxkamada Racfaanadu makordhin karto waqtiga kama danbaysta ah ee racfaanka. Kahor intaan lagaarin taariikhda kama danbaysta ah ee aad kuxisaabisay talaabadaan, *Racfaanka Kadhanka ah Go'aanka Kama danbaysta ah* waa in **lagudbiyaa** loona dhiibaa Karaaniga Maxkamadaha Racfaanka lana siiyaa **dhamaan** dhinacyada dacwada iskadifaacaaya (talaabooyinka 2-5 ayaa kusiinaaya tilmaamaha buuxinta iyo qaybinta dukumiintiyada). **Haddii aadan gudbin aadana qaybin Racfaanka Go'aanka Kama Danbaysta ah mudada loo asteeyay, racfaankaaga waa latuurayaa.**

**Step 2: Fill out the *Petition for Writ of Certiorari*,
Statement of the Case, and *Writ of Certiorari***

**Talaabada 2: Buuxi fomamka *Racfaanka Go'aanka Kama Danbaysta ah*,
Bayaanka Kiiska, iyo *Dib u eegista xukunka kama Danbaysta ah***

Fill out the *Petition for Writ of Certiorari*, which tells the court that you want to appeal.

Buuxi *Racfaanka Go'aanka Kama Danbaysta ah*, kaasoo usheegaaya maxkamada inaad racfaan qaadanayso.

Fill out the *Statement of the Case*, which should *briefly summarize* the reasons you think the ULJ's decision was incorrect. 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*.

Buuxi *Bayaanka Kiiska*, kaasoo *ay tahay inuu si kooban usharxo* sababaha ad u aaminsan tahay in go'aanka ULJ uu ahaa mid qaldan. Uma baahnid inaad gudbiso dood faahfaahsan markaad qorayso *Bayaanka Kiiska*, waayo waxaad doodaada oo faahfaahsan kuqoraysaa hadhoow foomka dacwada *Kooban*. Haku soo lifaaqin wax dukumiintiyada dheeri ah *Bayaankaaga Kiiska*.

- Fill out the *Writ of Certiorari*, which notifies the respondents that you have filed your appeal and orders the respondents to provide certain records. The Clerk of the Appellate Courts will sign the *Writ of Certiorari* after you file it and will return it to you (see step 7 for more information about the signed *Writ of Certiorari*).

Buuxi *Dib u eegista xukunka kama Danbaysta ah*, taasoo usheegaysa eedaysanayaasha inaad racfaan kaqaadatayay xukunka amarna kusiinaaya eedaysanayaasha inay keenaan dukumiintiyada qaarkood. Karaaniga Maxkamadaha Racfaanka ayaa saxiixaaya *Dib u eegista xukunka kama Danbaysta ah* kadib markaad gudbis kadibna kuusoo celinaya (kafiiri Talaabada 7 wixii macluumaad dheeri ah oo kusaabsan *Dib u eegista xukunka kama Danbaysta ah oo lasaxiixay*).

The party who files the appeal is called the “relator.” The other parties are called the “respondents.” In an unemployment appeal, the respondents include:

Dhinaca gudbinaaya racfaanka waxaa loogu yeeraa “dacwoode.” Dhinacyada kale waxaa loogu yeeraa “eedaysanayaal.” Marka laqaadaayo racfaanka laxariira gunada shaqo la’aanta, eedaysanayaasha waxaa kamid ah:

- (1) the Minnesota Department of Employment and Economic Development (DEED), and waaxda Shaqada iyo Hormarinta Dhaqaalaha ee Minnesota (DEED), iyo
- (2) the employer(s), if any. shaqaalaha, haddii uu jiro.

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.

Buuxi dhamaan meelaha banaan ee foomamka. Haddii aadan buuxin dhamaan meelaha banaan, Karaaniga Maxkamadaha Racfaanka ayaa kuguso celin kara foomaka, waxayna qasbaysaa inaad haleeli waydo waqtigii udagsanaa in racfaankaaga laqaado.

Some questions on the *Statement of the Case* may require you to do some basic legal research before you answer them. Detailed instructions for completing this form are available at <http://mncourts.gov/CourtOfAppeals.aspx#Tab08Resources>.

Su’aalaha qaar oo kujira *Bayaanka Kiiska* waxay kaaga baahan karaan inaad samayso baaritaan kooban oo sharci ah kahor intaadan kajawaabin. Tilmamaha buuxinta foomkaan oo faahfaahsan waxaa laga heli karaa <http://mncourts.gov/CourtOfAppeals.aspx#Tab08Resources>.

**Step 3: File the *Petition for Writ of Certiorari*,
Statement of the Case, and *Writ of Certiorari***
**Talaabada 3: Gudbi fomamka *Racfaanka Go'aanka Kama Danbaysta ah*,
Bayaanka Kiiska, iyo *Dib u eegista xukunka kama Danbaysta ah***

“Filing” means submitting or delivering documents to the Office of the Clerk of the Appellate Courts. Filing the *Petition for Writ of Certiorari* starts your appeal at the Court of Appeals.

“Buuxintu” waxay kadhigan tahay gudbinta ama gaynta dukumiintiyada aad ugayso Xafiiska Karaaniga Maxkamadaha Racfaanka. Inaad gudbiso *Racfaanka Go'aanka Kama Danbaysta ah* ayaa noqonaaya bilowga racfaanka aad ugudbinayso Maxkamadaha Racfaanada.

- Choose your method of filing (see instructions below).
Dooro qaabka aad ubuuxinayso (kafiiri tilmaamaha hoose).

General Instructions for “Filing”/Tilmaamaha guud ee “buuxinta” racfaanka

Parties **without an attorney** may file documents by any of the following three methods: Dhinacyada **aan haysan qareenka** waxay kusoo gudbin karaan dukumiintiga mid kamid ah qaababka sadexda ah ee soosocda:

- (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),
Inaad si toos ah **ugu gayso** Karaaniga Maxkamadaha Racfaanka inta lagu jiro saacadaha shaqada (8:00 a.m. ilaa 4:30 p.m. maalmaha dhamaadka asbuuca),
- (2) By **mailing** the documents to the Clerk of the Appellate Courts, addressed to:
Inaad **boostada** ugu dirto dukumiintiyada Karaaniga Maxkamadaha Racfaanka, adoo kuqoraaya ciwaanka:

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.

Si aad ugu dirto boostada, dukumiintiga ayaa loo aqoonsanayaa mid lagusoo gudbiyay “waqtiga saxda ah” haddii lagu diro boostada Maraykanka xiliga loogu talagalay laguna diro boostada iyo ciwaanka saxda ah, inkastoo Karaaniga Maxkamadaha Racfaanku uusan heli doonin dukumiintiga isla maalinta aad kudirto boostada.

By **submitting them electronically** through the appellate courts' e-filing system, E-MACS. Parties who do not have an attorney are not required to use E-MACS, but they are allowed to do so. But, once you choose to file in E-MACS, you must continue using it for filing. You may not go back to filing by hand-delivery or 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.)**

Inaad **si elektaroonig ah kugudbiso** adoo adeegsanaaya hanaanka gudbinta oonleenta ah ee maxkamadaha racfaanka, E-MACS. Dhinacyada aan haysan qareenka lagama doonaayo inay adeegsadaan hanaanka E-MACS, laakiin waxaa loo ogolyahay inay adeegsadaan. Laakiin, markaad go'aansato inaad kugudbiso dukumiintiyada E-MACS, waa inaad wixii intaas kadanbeeya ayada kusoo gudbisaa. Kuma laaban kartid noocyada aad dukumiintiyada tooska ukeenayso ama boostada kusoo dirayso. **(Ogsoonow: Dhamaan qareenada waxaa laga doonayaa inay adeegsadaan E-MACS kumana diri karaan dukumiintiyada boostada ama si toos ah uguma gayn karaan Karaaniga Maxkamadaha Racfaanka.)**

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). Filing by facsimile (fax) is not allowed. Si aad macluumaad uga hesho buuxinta dacwad si oonleenta ah iyo gudbinta dukumiintiyada si oonleenta ah, booqo websetka Karaaniga Maxkamadaha Racfaanka oo ah (www.mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab05AppellateFiling). Inaad aalada facsimile (fakiska) kusoo dirto lama ogola.

For additional instructions on filing, see [Minn. R. Civ. App. P. 125.01](#).

Wixii tilmaamo dheeri ah oo laxariira gudbinta, kafiiri [Minn. R. Civ. App. P. 125.01](#).

- ~~If you are filing your documents by hand-delivery or by mail, make four copies of each of the following documents: (1) *Petition for Writ of Certiorari*, (2) *Statement of the Case*, (3) *Writ of Certiorari*, and (4) *Ruling on Request for Reconsideration* from the ULJ.~~

Haddii aad dukumintiga kugudbinayso si toos ah ama aad boosto kudirayso, afar koobi kabixi midkasta oo kamid ah dukumiintiyada soosocda: (1) ***Racfaanka Go'aanka Kama Danbaysta ah***, (2) ***Bayaanka Kiiska***, (3) ***Dib u eegista xukunka kama Danbaysta ah***, iyo (4) ***Xukunka kama Danbaysta ah ee Codsiga Dib u eegista*** ee kasoo baxa ULJ.

- Keep one copy of each document for your records and file the original of each with the Clerk of the Appellate Courts.

Hayso hal koobi dukumiinti kasta oo kamid ah diiwaanadaada una gudbi nuqulka orijinaalka ah ee dukumiinti kasta Karaaniga Maxkamadaha Racfaanka.

Step 4: Serve the documents on respondents
Talaabada 4: Udir dukumiintiyada dhinacyada eedaysanayaasha ah

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.”

Markasta oo aad dirto dukumiinti aadna udirto karaaniga Maxkamadaha Racfaanka si aad racfan uga qaadato, waa in sidoo kale koobi loodiraa dhamaan dhinacyada xiliga ama kahor xiliga aad racfaanka gudbinayso. Tan waxaa looyaqaanaa “adeegga.”

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.

Waa inaad sidoo kale gudbisaa cadaynta ah inaad dukumiintiga (“cadaynta adeegga”) udirtay karaaniga Maxkamadaha Racfaanka. Tilmaamaha cadaynta adeegga waxay kuqoran yihiin Talaabada 5.

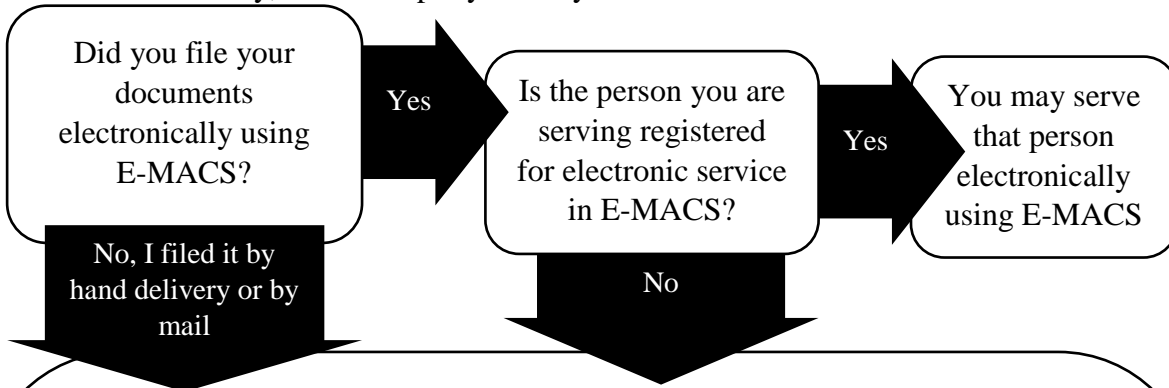
Important: You must file the *Petition for Writ of Certiorari* and serve it on the respondents by the deadline you calculated in Step 1, or your appeal will be dismissed.

Arin muhiim ah: Waxaa qasab ah inaad gudbiso *Racfaanka Go’aanka Kama Danbaysta ah aadna udirtaa eedaysanayaasha marka lagaaro xiliga aad kuxisaabisay Talaabada 1*, ama racfaankaaga waa ladiidayaa.

- Choose your method of service (see instructions below). For each party who you need to serve documents on, follow these steps to decide how to serve that party:
Dooro nooca adeegga (kafiiri tilmaamaha hoose). Dhinac kasta oo ubaahan in dukumiintiyada lasiiyo, raac talabooyinkaan si aad ugo’aamiso sida aad adeeg usiin karto dhinacaas:

General Instructions for “Service”

If a party has an attorney, you must serve the attorney rather than the party. If a party does not have an attorney, serve that party directly.



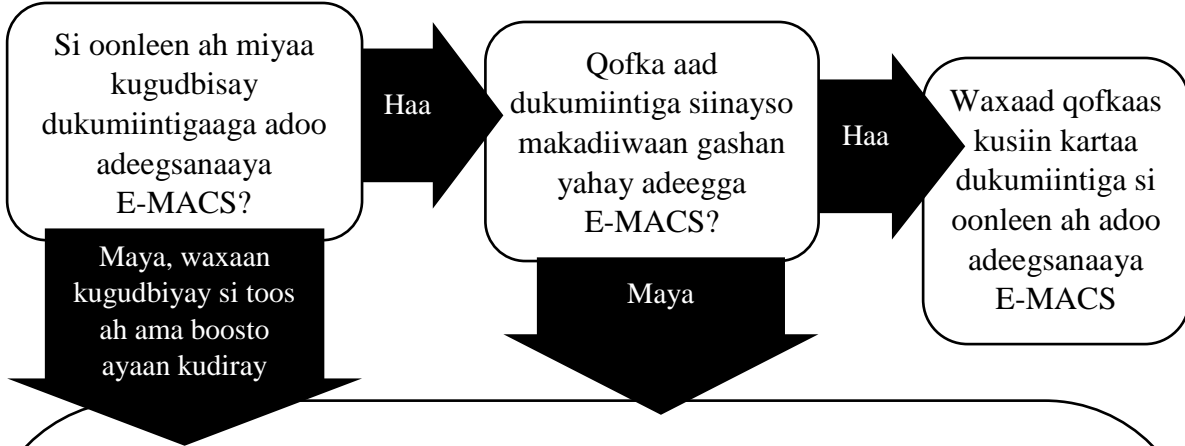
Choose one of these options for service:

- (1) **By mail:** Deposit the documents, correctly addressed, in the U.S. Mail, with adequate first-class postage. You may serve documents by mail yourself. **For simplicity, this packet assumes that you are serving documents either electronically or by mail, and only includes forms relating to service by mail.**
- (2) **In person** (“personal service”): Have another person hand-deliver the document. The person who hand-delivers the document must be 18 years or older and not a party to the appeal. **You cannot serve a party in person yourself.**
- (3) If the recipient consents to another method of delivery, such as email or fax, you could also use that method for service.

The Certificate of Service forms in this packet would need to be modified if you choose to serve documents in person or by another method (with consent of the recipient). For additional instructions on service, see [Minn. R. Civ. App. P. 125.02 and 125.03](#).

Tilmaamaha guud ee “Adeegga”

Haddii dhinac kujira dacwada uu matalaayo qareen, waa inaad dukumiintiga udirtaa qareenka halkii aad cida uu matalaayo kasiin lahayd. Haddii aan dhinac kujira kiiska uusan lahayn qareen, dukumiintiga sii qoladaas si toos ah.



Dooro mid kamid ah dookhyadaan adeegga:

- (1) **Boostada:** Dukumiintiga ugu dir si sax ahna ciwaanka ugu qor, Boostada Maraykanka, adoo kudiraaya boostada heerka koobaad oo kuhaboon. Waxaad dukumiintiyada kudiri kartaa boostada. **Si loo fududeeyo, baakadaan waxay uqaadanaysaa inaad dukumiintiga kudirayso si elegtaroonig ah ama boostada, waxaana kaliya kujira foomamka laxariira dukumiintiyada lagu diraayo boostada.**
- (2) **Si toos ah** (“adeegga tooska ah”): Inaad qofkale udhiibto si uu toos ugu geeyo dukumiintiga. Qofka keena dukumiintiga waa inuu noqdaa 18 sano jir ama kawayn uusana qayb ka ahayn racfaanka. **Adigu si toos ah uguma gayn kartid qolo kale si toos ah.**
- (3) Haddii qofka helaaya dukumiintiga uu ogolaado inaad qaab kale ugu keento, sida inaad iimeel ama fakis ugu dirto, waxaad adeegsan kartaa qaabkaas aad adeegga kugudbinayso.

Foomamka Shahaadada Adeegga ee kujira baakadaan waxay ubaahan doonaan in labadalo haddii aad doorato inaad dukumiintiga ugayso si toos ah ama aad qaab kale kudirto (markuu ogolaado qofka dukumiintiga helaaya). Wixii laxariira tilmaamaha dheeriga ah ee adeegga, fiiri [Minn. R. Civ. App. P. 125.02 iyo 125.03](#).

- Serve your employer(s) with a copy of (1) *Petition for Writ of Certiorari*, (2) *Statement of the Case*, (3) unsigned copy of the *Writ of Certiorari*, and (4) *Ruling on Request for Reconsideration*.

Ugee cida aad ushaqayso koobiga (1) *Racfaanka Go'aanka Kama Danbaysta ah*, (2) *Bayaanka Kiiska*, (3) koobiga aan lasaxiixin ee *Dib u eegista xukunka kama Danbaysta ah*, iyo (4) *Xukunka kama Danbaysta ah ee Codsigaaga Dib u eegista xukunka*.

- Serve DEED with a copy of (1) *Petition for Writ of Certiorari*, (2) *Statement of the Case*, (3) unsigned copy of the *Writ of Certiorari*, and (4) *Ruling on Request for Reconsideration*. To serve DEED, the documents can be either electronically served on DEED's attorney (currently Anne Froelich, Attorney Bar ID #000392094) or mailed to:

Ugee DEED koobiga (1) *Racfaanka Go'aanka Kama Danbaysta ah*, (2) *Bayaanka Kiiska*, (3) koobiga aan lasaxiixin ee *Dib u eegista xukunka kama Danbaysta ah*, iyo (4) *Xukunka kama Danbaysta ah ee Codsigaaga Dib u eegista xukunka*. Si aad DEED dukuiintiyada usiiso, dukumiintiyadu waxay noqon karaan kuwo si oonleen ah loogusoo diro qareenka DEED (hadda waxaa ah Anne Froelich, Attorney Bar ID #000392094) ama boostada loogu diro:

Dept. of Employment and Economic Development
E-200 First National Bank Building
332 Minnesota St.
St. Paul, MN 55101

Step 5: If you served any documents by mail or other non-electronic method:

Fill out and file the *Certificate of Service*

Talaabada 5: Hadaad wax dukumiintiyada ah kudirtay boostada ama qaab kale oo aan oonleen ahayn: Buuxi oo gudbi *Shahaadada Adeegga*

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.

Dukumiinti kasta oo loodiyo Karaaniga Maxkamadaha Racfaanka si dacwad loo qabto waa in lasoo raaciyaa cadaayn sheegaysa in dukumiintiga lasiiyo dhinacyada kale ee racfaanka kujira. Tan waxaa looyaqaanaa “cadaaynta adeegga.” Dukumiintiyada qaabka oonleenka ah lagu gudbiyay uma baahna dukumiinti gaar ah oo muujinaysa cadaaynta adeegga.

General Instructions for “Proof of Service”

Did you serve **all** of your documents on **all** parties electronically using E-MACS?

No

Any time you serve papers in person, by postal mail, or by another delivery method (with the consent of the recipient), you must file a separate proof of service.

Usually, proof of service is (1) a notarized *Affidavit of Service* or (2) a *Certificate of Service*. The difference between an *Affidavit of Service* and a *Certificate of Service* is that a *Certificate of Service* does not need to be signed in front of a notary.

You may file one *Certificate of Service* (or *Affidavit of Service*) listing multiple documents if you serve those documents on the same date and on the same parties.

For simplicity, this packet assumes you are either filing electronically or by mail. The packet only includes Certificates of Service *by mail*, not Certificates of Service *by personal delivery*.

For additional instructions on proof of service, see [Minn. R. Civ. App. P. 125.04](#).

Yes

No separate proof of service is required,

because the Clerk of the Appellate Courts will receive proof (from E-MACS itself) that you have served each document electronically.

Skip to Step 6 on page 20

If you served any documents by mail or other non-electronic method, follow the checklist on the next page to submit proof of service for those documents.

Tilmaamaha guud ee “Cadaynta Adeegga”

Ma ugu dirtay
dhamaan
dukumiintiga
dhamaan dhinacyada
adoo adeegsanaaya
E-MACS?

Maya

Markasta oo aad dukumiintiyada kudirto si toos ah, boostada, ama qaab kale oo aad dukumiintiyada kugudbisay (asagoo raali uu kayahay qofka aad udirday), waxaa qasab ah inaad buuxiso cadaynta bixinta adeegga.

Haa

Looma baahna cadayn gaar ah oo muujinaysa bixinta adeegga, waayo Karaaniga Maxkamadaha Racfaanku wuxuu heli doonaa cadaynta (oo kujirta E-MACS) taasoo muujinaysa inaad dukumiinti kasta kusoo dirtay oonleenka.

Ubood
Talaabada 6
ee kuqoran
bogga 20

Badanaa, adeegga waa (1) *Cadaynta Adeegga oo Nootaayaysan* ama (2) *Shahaadada Adeegga*. Farqiga udhaxeeya *Cadaynta Adeegga* iyo *Shahaadada Adeegga* waa in *Shahaadada Adeegga* aysan ubaahanayn in lasaxiixo afka hore ee nootaayada.

Waxaad gudbin kartaa hal *Shahaadada Adeegga ah* ama *Shahaadada Adeegga* adoo kuqoraaya dukumiintiyada badan haddii aad dukumiintiyadaas soo gudbisay taariikh iskumid ah aadna udirday dhinacyo iskumid ah.

Si loofududeeyo, baakadaan waxay uqaadanaysaa inaad dukumiintiga kugudbinayso midkood qaab oonleen ama boostada. Baakada waxaa kaliya kujira Shahadooyinka Adeegga *boostada lagu diray*, kumana jiraan Shahadooyinka Adeegga *sida tooska ah loogeeyay*.

Wixii tilmaamo dheeri ah oo kusaabsan cadaynta adeegga, kafiiri [Minn. R. Civ. App. P. 125.04](#).

Haddii aad wax dukumiintiyada ah kudirtay boostada ama qaab kale oo aan oonleen ahayn, raac liiska kuqoran bogga kan kuxiga si aad u gudbiso cadaynta bixinta dukumiintiyadaas.

- The person who served the documents by mail must complete and sign the form titled ***Relator’s Certificate of Service by Mail of the Petition, Unsigned Writ, Statement of the Case, and Unemployment Law Judge’s Decision***

Qofka keenay dukumiintiyada kunasoo diray boostada waa inuu buuxiyaa uuna saxiixaa foomka ciwaankiisu yahay ***Shahaadada Racfaan qaataha ee Dirista dukumiintiyada lagu diray Boostada ee Racfaanka, Xukun aan Lasaxiixin, Bayaanka Kiiska, iyo Go’aanka Xaakimka Sharciga Gunada Shaqo la’aanta***

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

Shahaadada ***Adeegga lagu Diraayo Boostada*** waa in lagu diraa, sal iyo baar:

1. The parties’ names and case file number;
Magacyada iyo nambarka kiiska qolada;
2. County where the form was signed;
Degmada foomka lagu saxiixay;
3. The name of the person who served the documents;
Magaca qofka bixiyay dukumiintiyada;
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);
Ciwaanada dukumiintiyada lagudbiyay (ee kuqoran foomamka kujirta baakadaan, ciwaanada dukumiintiyada horay loo gudbiyay);
5. The date the documents were served;
Taariikhda dukumiintiga lagudbiyay;
6. The names of the parties who were served and the addresses to which the documents were mailed or delivered to those parties;
Magacyada dhinacyada loodiray dukumiintiga iyo ciwaanada dukumiintiyada boostada loogu diray ama tooska loogu geeyay dhinacyadaas;
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.
Saxiixa qofka dukumiintiyada diray, taariikhda foomka lasaxiixay, iyo wadanka iyo gobalka foomamka lagu saxiixay.

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.

Ogsoonow: Waxaad ubaahan doontaa foomka *Shahaadada Adeegga oo kaladuwan intaad kujirto talaabooyinka kaladuwan ee hanaanka. Habuuxin foomamka *Shahaadada Adeegga* iskumar.*

File the signed *Certificate of Service* with the Clerk of the Appellate Courts.

Gudbi *Shahaadada Adeegga* oo saxiixan una dir Karaaniga Maxkamadaha Racfaanka.

- If you used E-MACS to electronically file your *Petition for Writ of Certiorari*, *Writ of Certiorari*, and *Statement of the Case*, 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.

Haddii aad adeegsatay E-MACS si aad oonleen ahaan ugu gudbiso Racfaankaga *Xukunka kama Danbaysta ah*, *Dib u eegista xukunka kama Danbaysta ah*, iyo *Bayaanka Kiiska*, waxaad sidoo kale gudbinaysaa *Shahaadada Adeegga* ood oonleen ahaan ugu dirayso adoo adeegsanaaya E-MACS (xataa hadaad dukumiintiyada kudirtay boostada ama aad toos ugaysay). Shahaadada *Adeegga* waa in lasoo galiyaa barta ayoo ah PDF ama Word gaar ugo'an – hakudarin mid kamid ah dukumiintiyada kale adoo kadhigaaya hal PDF ama Word.

- If you filed your *Petition for Writ of Certiorari*, *Writ of Certiorari*, and *Statement of the Case* by hand delivery or by mail, you may also file your *Certificate of Service* by hand delivery or by mail.

Haddii aad kugudbisay *Racfaankaaa Go'aanka Kama Danbaysta ah*, *Dib u eegista xukunka kama Danbaysta ah*, iyo *Bayaanka Kiiska* si toos ah ama aad boostada kudirtay, waxaad sidoo kale kugudbin kartaa *Shahaadada Aanka Kama Danbaysta ah* si toos ah ama boostada.

- See Step 3 on page 10 for additional instructions on how to file documents.
Kafiiri Talaabada 3 ee bogga 10 si aad uhesho tilmaamo dheeri ah oo kusaabsan sida aad ugudbinayso dukumiintiyada.

Step 6: Serve the signed *Writ of Certiorari* and file proof of service
Talaabada 6: Ugudbi *Dib u eegista xukunka kama Danbaysta ah* oo saxiixan
una gudbi cadaynta adeegga

The Office of the Clerk of the Appellate Courts will distribute the signed (“issued”) *Writ of Certiorari* soon after you file it. If you filed your appeal by mail or in person, the issued *Writ of Certiorari* will be mailed back to you. If you filed your appeal electronically through E-MACS, the issued *Writ of Certiorari* will be returned to you electronically.

Xafiiska Karaaniga Maxkamadaha Racfaanka ayaa qaybin doona foomka saxiixan (“lasoo saaray”) ee *Dib u eegista xukunka kama Danbaysta ah* si markaba kadib markaad ugudbiso. Haddii aad racfaankaaga kugudbiso boostada ama aad toos ugayso, foomka lasoo saaray ee *Dib u eegista xukunka kama Danbaysta ah* adiga ayaa dib boostada laguugu soodirayaa. Haddii aad racfaankaaga si oonleen ah ugu gudbisay E-MACS, foomka lasoosaaray ee *Dib u eegista xukunka kama Danbaysta ah* adiga ayaa si oonleen ahaan laguugu soo celinayaa.

No matter how you receive the “issued” *Writ of Certiorari*, you must serve a copy on all of the other parties to the appeal, because the Clerk of the Appellate Courts only sends a copy of the issued *Writ of Certiorari* to the party who initiated the appeal.

Ayadoon laga fiirin sida aad kuheshay foomka “lasoo saaray” ee *Dib u eegista xukunka kama Danbaysta ah*, waxaa qasab kugu ah inaad koobi siiso dhaman dhinacyada racfaanka kujira, waayo Karaaniga Maxkamadaha Racfaanka wuxuu kaliya koobiga foomka lasoosaaray ee *Dib u eegista xukunka kama Danbaysta ah* udirayaa qofkii racfaanka qaatay.

- Receive the issued *Writ of Certiorari* from the Clerk of the Appellate Courts.
Kaqaado foomka lasoo saaray ee *Dib u eegista xukunka kama Danbaysta ah* Karaaniga Maxkamadaha Racfaanka.
- Make three copies of the issued *Writ of Certiorari*. Keep one copy for your records.
Sadex koobi kabixi foomka lasoo saaray ee *Dib u eegista xukunka kama Danbaysta ah*.
Kuhayso mid kamid ah nuqulada diiwaankaaga.
- Serve one copy on your former employer(s) (see Step 4 above for instructions on how to serve documents).
Hal koobi sii shirkadii aad horay ugu shaqayn jirtay (Kafiiri Talaabada 4 ee kore tilmaamaha sida aad kubixinayso dukumiintiyada).
- Serve one copy on DEED (see Step 4 above for instructions on how to serve documents).
Hal koobi sii DEED (Kafiiri Talaabada 4 ee kore tilmaamaha sida aad kubixinayso dukumiintiyada).

- The person who served the issued *Writ of Certiorari* must fill out and sign the form titled *Relator's Certificate of Service by Mail of Issued Writ of Certiorari*. This is proof of service for the issued *Writ of Certiorari*. See Step 5 above for instructions about filling out the *Certificate of Service*.

Qofka baxiyay foomka lasoo saaray ee *Dib u eegista xukunka kama Danbaysta ah* waa inuu buuxshaa uuna saxiixaa foomka ciwaankiisu yahay *Shahaadada Adeegga Racfaan qaataha ee Foomka Lasoosaaray ee Dib u eegista xukunka kama Danbaysta ah oo boostada lagu diray*. Tani waa cadaynta adeegga foomka lasoo saaray ee *Dib u eegista xukunka kama Danbaysta ah*. Kafiiri Talaabada 5 ee kore tilmaamaha laxariira buuxinta *Shahaadada Adeegga*.

- File the *Certificate of Service* of the issued *Writ of Certiorari* with the Clerk of Appellate Courts (see Step 3 above for instructions on how to file documents). This must be filed within 7 days of when the issued *Writ of Certiorari* was served on the employer and DEED. See [Minn. R. Civ. App. P. 115.03, subd. 4.](#)

Ugudbi *Shahaadada Adeegga* ee foomka lasoo saaray ee *Dib u eegista xukunka kama Danbaysta ah* una dir Karaaniga Maxkamadaha Racfaanka (fiiri talaabada 3 ee kore si aad uga hesho tilmaamaha sida aad ugudbinayso dukumiintiyada). Waa in lagu gudbiyaa dukumintigaan 7 maalmood gudahood marka foomka lasoo saaray ee *Dib u eegista xukunka kama Danbaysta ah* lasiiyo shirkada loo shaqeeyo iyo DEED. Kafiiri [Minn. R. Civ. App. P. 115.03, subd. 4.](#)

Step 7: Calculate the Deadline for your *Brief*

Talaabada 7: Xisaabi waqtiga kama danbaysta ah ee *Dacwaadada Kooban*

Your written argument on appeal is called a “brief.” As the relator (appealing party), **you must file a *brief*, or your appeal will be dismissed.** See [Minn. R. Civ. App. P. 142.02](#).

Doodaada qoran ee laxariirta racfaanka waxaa loogu yeeraa “dacwad kooban.” Adoo ah dacwoode (dhinaca racfaanka diraaq), **waa inaad gudbisaa *dacwad kooban*, hadii kale racfaankaaga waa ladiidayaa.** Kafiiri [Minn. R. Civ. App. P. 142.02](#).

The deadline for your *brief* depends on when you were served with an *itemized list of the contents of the record*.

Waqtiga kama danbaysta ah ee *dacwadaada kooban* wuxuu kuxiran yahay marka lagu siiyay *liiska cadaynta wata ee mawduucyada diiwaanka*.

General Information about the “Record”

Macluumaad guud oo kusaabsan “Diiwaanka”

The record is the evidence used in the hearing before the ULJ and, if you asked for a new hearing in your request for reconsideration, any new evidence accepted at that hearing. The evidence in the record is the only evidence that the Court of Appeals typically looks at in an appeal.

Diiwaanku waa cadaynta loo adeegsaday dhagaysiga dacwadii hore ee ULJ iyo, haddii aad codsatay dhagaysi cusub markaad dalbanayso dib u eegista xukunka, iyo cadaynta cusub ee laga aqbalayo dhagaysigaas. Cadaynta kujirta diiwaanka waa kaliya cadaynta Maxkamada Racfaanadu caadiyan fiiriso marka racfaan lahorkeeno.

If testimony was given at the hearing(s), DEED will prepare a transcript of the audiotape of the hearing free of charge. A transcript is a typed copy of what all of the parties and the ULJ said at your hearing.

Haddii marqaati labaxiyay intii lagu jiray dhagaysiga (dhagaysiyada), DEED waxay diyaarinaysaa qoraalka codka dhagaysiga si lacag la'aan ah. Qoraalka waa nuqul la qoray oo waxa dhammaan dhinacyada iyo ULJ ka sheegeen dhagaysiga.

DEED is required to serve an *itemized list of the contents of the record* on you and your former employer. DEED must serve this list on you within 30 days after DEED was served with the *Petition for Writ of Certiorari*, or within 14 days after the transcript is delivered to the Court of Appeals, whichever is later. If you request it, DEED will also send you a copy of all exhibits in the record, free of charge.

DEED waxaa laga donayaa inay bixiso *liiska cadaynta wata ee mawduucyada diiwaanka* kusaabsan adigga iyo shirkadaad horay ugu shaqayn jirtay. DEED waa inay keentaa liiskaagan 30 gudahood kadib marka DEED lookeenay *Racfaanka Go'aanka Kama Danbaysta ah*, ama 14 maalin gudahood kadib marka qoraalka lookeeno Maxkamada Racfaanada, kii hadba danbeeya. Haddii aad codsato, DEED waa inay sidoo kale kuuso dirtaa koobiga dhamaan cadaynta ku jira diiwaanka, si bilaash ah.

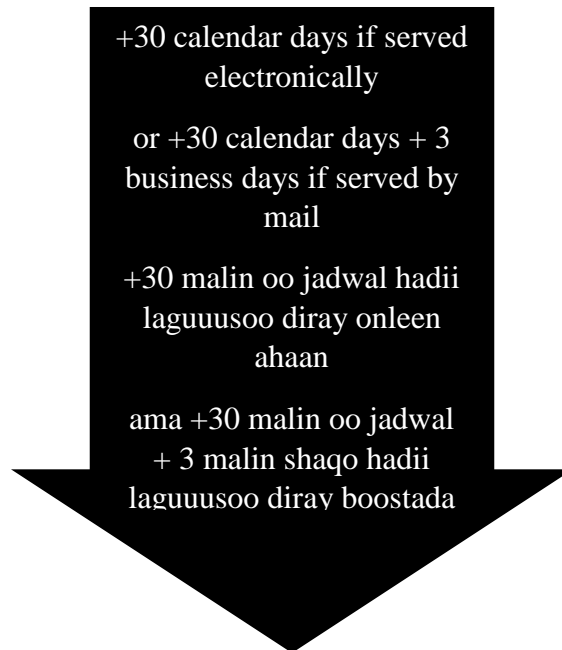
Your *brief* is due 30 days after DEED serves you with the *itemized list of the contents of the record*. If DEED serves the itemized list by mail, then you have 33 days after the date that the list was mailed to serve and file your brief. See [Minn. R. Civ. App. P. 115.04, subd. 4](#).

Dacwadaada kooban *waxay ku egtahay* 30 maalmood kadib marka DEED kusiiso *liiska cadaymaha wata ee mawduucyada diiwaanka*. Haddii DEED ay kusiiso liiska cadaymaha wata oo ay kuugusoo dirto boostada, markaas waxaad haysataa 33 maalmood kadib taariikhda liiska boostada laguugu soodiray inaad ubixiso aadna kusoo gudbisoo dacwadaada kooban. Kafiiri [Minn. R. Civ. App. P. 115.04, subd. 4](#).

See Step 1 for specific instructions for calculating deadlines.

Kafiiri Talaada 1 tilmaamo gaar ah oo laxariira xisaabinta maalmaha kama danbaysta ah.

- The *itemized list of the contents of the record* was served or mailed to me on _____.
Liiska *cadaymaha wata ee mawduucyada diiwaanka* waxaa la isiisay ama boostada la iigusoo diray markay ahayd



- The deadline for my brief is/Waqtiga kama danbaysta ah ee dacwadayda kooban waa _____.

Step 8: Prepare your *Brief*/Talaabada 8: Diyaarso *Dacwadaada Kooban*

You have three options for the format of your *brief*:

Waxaad haysataa saddex dookh oo ku aadan qaabka *dacwadaada kooban*:

(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>.

Dacwad kooban oo *Rasmi ah*: Warbixinta kooban ee rasmiga ah waxaa ku jiro tusmooyinka jadwalka, bayaanka arimaha sharciga, bayaanka dacwada iyo xaqiiqaha, dooda, gabagabada, iyo dheeraadka. Kafiiri [Minn. R. Civ. App. P. 128.02](#). Warbixinta kooban ee rasmiga ahi waxay ku saleysan tahay qaab gaar ah, oo la iskuma dhajin karo kaliya. Liiska qaababka la ansixisay oo sharci ah oo waafaqsan [Minn. R. Civ. App. P. 132.01](#) waxaad kahelaysaa <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](#). Most applicants for unemployment benefits file informal briefs.

Dacwad kooban oo *aan Rasmi ahayn*: Dacwad kooban oo aan Rasmi ahayn waxaa lagu dhufan karaa biingad waana inay lasocotaa dood iyo sharaxaad dheeri ah. Kafiiri [Minn. R. Civ. App. P. 128.01, subd. 1](#). Inta badan codsabayaasha gunooyinka shaqo la'aantu waxay gudbiyaan dacwado kooban oon rasmi ahayn.

(3) ***Memorandum of Law and Short Letter Argument***: If you gave a written *Memorandum of Law* to the ULJ, you may file that Memorandum as your brief, along with a short letter argument that addresses the ULJ's decision. This may be stapled and must include an addendum. See [Minn. R. Civ. App. P. 128.01, subd. 2](#).

Bayaanka Sharciga iyo iyo Waraaq Kooban oo Dood ah: Haddii aad xaraysay Qoraalka *Sharciga* oo aad udirtay ULJ, waxaad u xareyn kartaa Qoraalkaas isaga oo kooban, oo ay ku jiraan waraaqda dooda oo kahadlaysa go'aanka ULJ. Tan waxaa laga yaabaa in la shaambadeeyo oo lagu dhajiyo qoraalka. Kafiiri [Minn. R. Civ. App. P. 128.01, subd. 2](#).

Choose the format for your *brief* (formal, informal, or short letter argument).

Dooro qaabka *dacwadaada kooban* (rasmi, aan rasmi ahayn, ama waraaqda kooban ee dooda ah).

- 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>).
Qor *dacwadaada kooban*. Websetka Maktabada Sharciga Gobalka Minnesota waxaa kujira macluumaad muhiim ah oo kusaabsan qorista dacwadaha kooban iyo tilmaamaha dacwadaha kooban ee aad akhrin karto (<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 ULJ's decision that you are appealing.
Diyaari sharaxaada dheeriga ah ee *dacwadaada kooban*. Muhiim maaha nooca *dacwada kooban* ee aad gudbisay, *dacwadaada kooban* waa inaad kusoo darto sharaxaada dheeriga ah kaasoo kakooban koobiga go'anka ULJ ee aad racfaanka kaqaadanayso.

The addendum *may* also include documents from the record before the ULJ, if there are specific parts of the record that you want to point out to the Court of Appeals. However, **you cannot include any new evidence that was not presented to the ULJ**. If you choose to include additional documents from the record, the page limit is 50 pages and your addendum should include a table of contents. See [Minn. R. Civ. App. P. 130.02](#) for additional instructions about the addendum.

Sharaxaada dheeriga ah *waxaa* sidoo kale kujiri kara dukumiintiyada lagasoo qaaday diiwaanada hore ee ULJ, haddii ay jiraan qaybo gaar ah oo kamid ah diiwaanka oo aad doonayso inaad usheegto Maxkamada Racfaanada. Laakiin, **kuma dari kartid wax cadeyn cusub oo aan loosoo bandhigin ULJ**. Haddii aad doorato inaad kudarto dukumiintiyada dheeri ah oo kamid ah diiwaanka, xadida udagsan bogga ayaa ah 50 bog sharaxaada dheeriga ahna waa inuu kujiraa shaxda mawduucyada. Kafiiri [Minn. R. Civ. App. P. 130.02](#) Tilmaamo dheeri ah oo kusaabsan sharaxaada dheeriga ah.

Step 9: File and Serve Paper Copies of your *Brief*
Talaabada 9: Gudbi oo Bixi Koobiyada Waraqaha *Dacwada Kooban*

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

Xataa haddii aad dacwadaada kooban kudirto kuna bixiso qaab oonleen ah *adoo* adeegsanaaya hanaanka maxkamada racfaanka ee E-MACS, waa inaad gudbisaa aadna bixisaa **koobiyada** waraaqaha ah ee *dacwadaada kooban*. Kafiiri [Minn. R. Civ. App. P. 131.03](#).

Note: Briefs are the only document type that requires additional service of paper copies even after the document has been e-filed and e-served using the E-MACS system. Do not mail paper copies of any other e-filed documents to the court or to the other parties involved in the appeal.

Ogsoonow: Dacwadaha kooban waa kaliya nooca dukumiintiga ubaahan adeegyo dheeri ah oo koobiyada waraaqaha ah xataa kadib marka dukumiintiga lagu gudbiyo laguna baxiyo si oonleen ah ayadoo la adeegsanaayo hanaanka E-MACS. Boosto ha ugu dirin koobiyada waraaqda ah ee dukumiintiyada kasta oo kale maxkamada ama dhinacyada kale ee racfaanka kujirta.

- Make ten 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](#). Keep one copy of the brief for your records.
Koobiyee koobiyada toban waraaqood oo dacwadaada kooban ah. Haddii aad buuxinayso dacwad kooban oo rasmi ah, xaqiiji inaad koobiyadaadu ay qaab rasmi ah iskuhaystaan si waafaqsan tilmaamaha kuqoran [Minn. R. Civ. App. P. 132.01](#). Hayso hal koobiga dukumiinti kasta ah oo kamid ah diiwaanadaada.
- File five paper copies of the brief with the Clerk of the Appellate Courts, in person or by mail (see Step 3 above for instructions on how to file documents).
Ugudubi shan koobi oo waraaqaha dacwada kooban ah Karaaniga Maxkamadaha Racfaanka, si toos ahna ugu gee ama boostada ugu dir (kafiiri Talaabada 3 ee kore tilmaamaha sida aad ugudbinayso shanta dukumiinti).
- Serve two paper copies on your former employer(s).
Sii labo koobi oo waraaqaha ah shirkadii aad horay ugu shaqaynaysay.
- Serve two paper copies on DEED by mailing to the address on page 15.
Sii waraaqood oo koobi ah DEED adoo boostada ugu diraaya ciwaanka bogga 15.
- The person who served the brief must fill out and sign the form titled ***Relator’s Certificate of Service by Mail of Brief*** (see Steps 4 & 5 above for instructions about service and proof of service).
Qofka bixiyay dacwada kooban waa inuu buuxiyaa uuna saxiixaa foomka ciwaankiisu yahay ***Shahaadada Adeegga Dacwoodaha ee Boostada lagu diray ee Dacwada Kooban*** (kafiiri Talabooyinka 4 iyo 5 ee kor kuqoran si aad uhesho tilmaamaha laxariira adeegga iyo cadaynta adeegga).
- File the ***Relator’s Certificate of Service by Mail of Brief*** with the Clerk of the Appellate Courts (see Step 3 above for instructions on how to file documents).
Kugudbi ***Shahaadada Adeegga Dacwoodaha Boostada Dacwada Kooban*** udiraaya Karaaniga Maxkamadaha Racfaanka (fiiri talaabada 3 ee kore si aar uga hesho tilmaamaha sida aad ugudbinayso dukumiintiyada).

General Information about “Motions”/Macluumaad guud oo laxariira “Soojeedinada”

If you cannot serve and file your brief within 30 days 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.”

Haddii aadan bixin karin aadana gudbin karin dacwadaada kooban muddo 30 maalmood ah gudahood aadna ubaahan tahay waqti dheeri ah, ama haddii aad rabto inaad codsi kale udhiibato maxkamada, waa inaad keentaa aadna gudbisaa codsi saxiixan, oo qoran oo aad kaga dalbanayso maxkamada inay baahidaada fududayso. Codsiga rasmiga ah waxaa loo yaqaanaa “soojeedin.”

The motion must state (1) what you are requesting and (2) the reason(s) for that request. You must serve the written motion on the respondents and file proof of service for the motion. 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](#). If you are requesting a deadline extension, your motion should be served and filed before the deadline you wish to extend.

Soojeedintu waa inay sheegtaa (1) waxa aad codsanayso (2) sababta (sababaha) aad codsiga usamaynayso. Waa inaad siisaa soojeedin qoran eedayanayaasha aadna gudbisaa cadaynta adeegga ee soojeedinta. Shuruudaha soojeedinta waxaa laga helaa [Minn. R. Civ. App. P. 127](#) iyo tilmaamaha gaarka ah ee codsiga kordhinta muddada dacwada kooban waxaad kahelaysaa [Minn. R. Civ. App. P. 131.02](#). Haddii aad codsanayso in lagu kordhiyo mudada kama danbaysta ah, waa inaad soojeedintaada soo gudbisaa aadna bixisaa kahor intaan lagaarin mudada aad doonayso in kordhin lagu sameeyo.

Reminder: the Court of Appeals cannot extend the deadline to serve and file the *Petition for Writ of Certiorari*.

Xasuusnoow: Maxkamada Racfaanadu makordhin karto muddada kama danbaysta ah si aad ubixiso aadna ugudbiso *Racfaanka Go’aanka Kama Danbaysta ah*.

What Happens Next?/Maxaa dhacaaya Intaas Kadib?

Court of Appeals Receives the Evidentiary Record and Briefs **Maxkamada Racfaanada ayaa Helaysa Diiwaanada iyo Dacwadaha** **Kooban ee Cadaynta wata**

DEED sends the record from your case to the Court of Appeals, including any transcript of your hearing(s). DEED and your former employer also have the opportunity to each submit a brief to the Court of Appeals.

DEED waxay diiwaanka kiiskaaga udiraysaa Maxkamada Racfaanada, ayna kujiraan qoraalka dhagaysiyadaada. DEED iyo shirkadii hore ee aad ushaqaynaysay ayaa sidoo kale fursad uhaysta inay midkasta gudbiso dacwad kooban oo ay udiraan Maxkamada Racfaanada.

Oral Argument or Non-Oral Consideration

Dooda Hadalka ah ama Kabaaraan Dagida Hadalka aan ahayn

After the parties have filed their briefs, your appeal will be submitted to a panel of three Court of Appeals judges. 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.

Kadib marka dhinacyado soo gudbiyaan dacwadahooda kooban, racfaankaaga waxaa loo gudbinayaa gudi kabaaraan dagi doona oo kakooban sadex xaakimyada Maxkamada Racfaanada ah. Waxaad helaysaa *Ogaysiis* ku aadan taariikhda dooda hadalka ah ama Kabaaraan Dagida Hadalka aan ahayn ay qabanayaan gudigu. Ogaysiiskan waxa sidoo kale kujiri doona magacyada xaakimyada looqorsheeyay inay kiiskaaga go'aan kagaaraan.

If you are not represented by an attorney, the Court of Appeals will not allow oral argument by any party. See [Minn. R. Civ. App. P. 134.01](#)

Haddii uusan kumatalin qareen, Maxkamada Racfaanadu ma ogolaan doonto dood afka ah oo in looqabto dhinacna. Kafiiri [Minn. R. Civ. App. P. 134.01](#)

In deciding your appeal, the Court of Appeals looks at the evidence used in the hearing(s) before the ULJ. You may not give new evidence on appeal without first getting permission from the Court of Appeals. The Court of Appeals generally does not accept new evidence.

Marka racfaankaaga go'aan laga gaaraayo, Maxkamada Racfaanadu waxay eegaysaa cadaaynta loo adeegsaday dhagaysiga (dhagaysiyada) laga hor sheegay ULJ. Waxaa laga yaabaa inaad keenin cadeyn cusub oo racfaanka ah haddii aanad marka hore ka helin ogolaansho Maxkamada Racfaanada. Maxkamada Racfaanada guud ahaan ma ogolaato cadeyn cusub.

Opinion is Issued/Fikirka ayaa lasoosaarayaa

The Court of Appeals will issue a written decision, called an “opinion,” within 90 days after the appeal is considered by the judges. **All appellate court opinions are public and will be available on the Judicial Branch website.**

Maxkamada Racfaanadu waxay soosaaraysaa go'aan qoraal ah, oo looyaqanao “fikirka”, 90 maalmood gudahood kadib marka racfaanka ay kabaaraan dagaan xaakimyadu. **Dhamaan xukunada maxkamada ee racfaan qaatuhu waa kuwo bulshada u furan waxaana laga heli doonaa websetka Waaxda Garsoorka.**

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)*, which is a request for the Minnesota Supreme Court to review the Court of Appeals decision. See [Minn. R. Civ. App. P. 117](#).

Haddii aad doonayso inaad racfaan kaqaadato go'aanka Maxkamada Racfaanka, waxaad haysataa 30 maalmood kadib marka xukunku dhaco si aad ugudbiso *racfaan aad kudalbanayso dib u eegis kale (PFR)*, kaasoo laga codsanaayo Maxkamada Sare ee Minnesota inay dib u eegis kusamayso go'aanka Maxkamada Racfaanka. Kafiiri [Minn. R. Civ. App. P. 117](#).

STATE OF MINNESOTA
IN COURT OF APPEALS
MAXKAMADA RACFAANADA
EE GOBALKAMINNESOTA

CASE TITLE/CIWAANKA DACWADA:

_____,
Relator (your name)
Dacwoode (magacaaga)

PETITION FOR WRIT OF CERTIORARI
RACFAANKA XUKUNKA KAMA
DANBAYSTA AH

COURT OF APPEALS #:
NAMBARKA MAXKAMADA
RACFAANADA:

vs./iyo

1) _____,
Respondent (employer's name),
Eedaysane (magaca shirkada
aad ushaqayso),

DEPARTMENT OF
EMPLOYMENT & ECONOMIC
DEVELOPMENT #:
NAMBARKA WAAXDA SHAQADA IYO
HORMARINTA DHAQAALAHA:

2) Department of Employment & Economic
Development,
Waaxda Shaqada iyo Dhaqaalaha Hormarinta,
Respondent./Eedaysane.

DATE OF DECISION
TAARIIKHDA GO'AANKA:

TO: The Court of Appeals of the State of Minnesota:
KUSOCOTA: Maxkamada Racfaanada ee Gobalka Minnesota:

_____ (your name/magacaaga) hereby petitions the Court of Appeals for a Writ of Certiorari pursuant to Minn. Stat. § 268.105, subd. 7, to review a decision of the unemployment law judge issued on the date noted above, upon the grounds that/waxaam halkaan kadacwaynayaa Maxkamada Racfaanada ee go'aanka xukunka qoran Minn. Stat. § 268.105, subd. 7, si ay dib u eegis ugu samayso go'aanka xaakimka sharciga gunada shaqo la'aanta ee lasoo saaray taariikhda kor kuxusan, ayadoo loo cuskaday in

(Summarize why you are appealing in a sentence or two. You will make a detailed argument in the brief that you will be filing later.)

(Kusoo koob sababta aad racfaan udirayso adoo kusoo koobaaya hal ama labo jumladood. Waxaad qoraysaa doodaada oo faahfahsan si kooban adoo sheegaaya inaad hadhoow dacwada soo gudbinayso.)

DATED/KUTAARIKHAYSAN: _____

**(Signature of you or your attorney/
Saxiixaaga ama saxiixa qareenkaaga)**

(Print your name/Qor magacaaga)

(Address/Ciwaanka)

(Telephone number/Nambarka taleefanka)

(Email Address/Ciwaanka iimeelka)

**THIS FORM MUST BE COMPLETED IN ENGLISH
FOOMKAAN WAA IN LAGU BUUXIYAA INGIRIIS**

STATE OF MINNESOTA
IN COURT OF APPEALS
MAXKAMADA RACFAANADA
EE GOBALKAMINNESOTA

CASE TITLE/CIWAANKA DACWADA:

Relator (your name)
Dacwoode (magacaaga)

vs./iyo

1) _____,
Respondent (employer's name),
Eedaysane (magaca shirkada aad ushaqayso),

2) Department of Employment & Economic
Development
Waaxda Shaqada iyo Dhaqaalaha Hormarinta,
Respondent./Eedaysanaha.

WRIT OF CERTIORARI
DIB U EEGISTA XUKUNKA KAMA
DANBAYSTA AH

COURT OF APPEALS #:
NAMBARKA MAXKAMADA
RACFAANADA:

DEPARTMENT OF
EMPLOYMENT & ECONOMIC
DEVELOPMENT #:
NAMBARKA WAAXDA
SHAQADA IYO HORMARINTA
DHAQAALAHA:

DATE OF DECISION:
TAARIIKHDA GO'AANKA:

TO: Department of Employment & Economic Development:
KUSOCOTA: Waaxda Shaqada iyo Hormarinta Dhaqaalaha:

You are hereby ordered to return to the Court of Appeals and serve on all parties in accordance with rule 115.04, subdivision 3, within 30 days after service of the petition or 14 days after delivery of a transcript, whichever is later, an itemized statement of the record, exhibits and proceedings in the above-entitled matter so that this court may review the decision of the unemployment law judge issued on the date noted above.

Waxaa halkaan amar lagugu siinayaa inaad kulaabato Maxkamada Racfaanada aadna ushaqayso dhamaan dhinacyada si waafaqsan xeerka 115.04, farqadiisa 3, muddo 30 maalmood ah gudahood kadib adeegga racfaanka ama 14 maalmood kadib marka lakeeno waraaqda caydaynta, kii hadba soo danbeeya, bayaanka diiwaanada oo dukumiintiyadiisa wata, bandhigyada, iyo dacwadaha kujira qadiyada kor lagu sheegay si marks maxkamadaani dib u eegis ugu samayso go'aanka xaakimka sharciga gunada shaqo la'aanta ee lagusoo saaray taariikhda kor kuxusan.

You are further directed to retain the actual record, exhibits, and transcript of proceedings (if any) until requested by the Clerk of the Appellate Courts to deliver them in accordance with rule 115.04, subdivision 5.

Waxaa sidoo kale lagugu amrayaa inaad haysato diiwaanada, bandhigyada, iyo cadaaynta rasmiga ah ee dacwooyinkaan (haddii ay jiraan) ilaa intuu kacodsanaayo Karaaniga Maxkamadaha Racfaanka inaad ukeeno si waafaqsan xeerka 115.04, farqadiisa 5.

Copies of this writ and accompanying petition shall be served forthwith either personally or by mail upon the respondent Department of Employment & Economic Development and upon the respondent or its attorney at:

Koobiyada amarkan iyo racfaanka lasocdaba waa in lakeenaa si wadajir ah ayadoo si toos ah loogu keenaayo ama boostada loogu diraayo eedaysanaha oo ah Waaxda Shaqada iyo Hormarinta Dhaqaalaha iyo qofka isdifaacaaya ama qareenkiisa:

(address of employer or its attorney if it has one)
(ciwaanka shirkada ad ushaqayso ama qareenkeda haday leedahay qareen)

Proof of service shall be filed with the Clerk of the Appellate Courts.
Cadaaynta adeegga waa in loogeeyaa Karaaniga Maxkamadaha Racfaanka.

DATED/KUTAARIIKHAYSAN: _____
Clerk of the Appellate Courts

By/Uuna diray: _____
Assistant Clerk/Kaaliyaha Karaaniga

THIS FORM MUST BE COMPLETED IN ENGLISH
FOOMKAAN WAA IN LAGU BUUXIYAA INGIRIIS

STATE OF MINNESOTA
IN COURT OF APPEALS
MAXKAMADA RACFAANADA
EE GOBALKAMINNESOTA

CASE TITLE/CIWAANKA DACWADA:

_____,
Relator (your name)
Dacwoode (magacaaga)

STATEMENT OF CASE OF RELATOR
BAYAANKA RACFAANKA
DACWOODE

vs./iyo

COURT OF APPEALS #:
NAMBARKA MAXKAMADA
RACFAANADA:

_____,
Respondent (employer's name),
Eedaysane (magaca shirkada aad ushaqayso),

DEPARTMENT OF
EMPLOYMENT & ECONOMIC
DEVELOPMENT #:
NAMBARKA WAAXDA SHAQADA IYO
HORMARINTA DHAQAALAHA:

Department of Employment & Economic Development,
Waaxda Shaqada iyo Hormarinta Dhaqaalaha,
Respondent./Eedaysanaha.

1. Agency of case origination/Wakaalada kiisku kasoo biloowday.
Department of Employment and Economic Development
Waaxda Shaqada iyo Hormarinta Dhaqaalah
2. Jurisdictional statement/Bayaanka Xukunka Sharciga.
Certiorari appeal/Racfaanka Xukunka Kama danbaaysta ah.
Statute authority authorizing certiorari appeal and fixing time limit for appeal:
Minn. Stat. § 268.105, subd. 7(a)
Maamulka sharciga ah ee fasaxaaya racfaanka Xukunka Kama danbaaysta ah
dajinaayana waqtiga loocayimaayo racfaanka: Minn. Stat. § 268.105, subd. 7(a)
3. State type of litigation and designate any statutes at issue. Unemployment insurance,
Minn. Stat. ch. 268
Sheeg nooca yaraynta danbiyada qawniin kasta oo arinta laxariira. Caymiska shaqo
la'aanta, Minn. Stat. ch. 268
4. Short description of issues that you raised to the unemployment law judge:
Sharaxaada kooban ee arimaha aad usoo jeedisay xaakimka sharciga gunada shaqo la'aanta:

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.)

Sharaxaada kooban ee arimaha aad usheegayso racfaankaan. (Kusoo koob sababta aad racfaan udirayso adoo kusoo koobaaya hal ama labo jumladood. Waxaad qori kartaa doodaada oo faahfahsan si kooban adoo sheegaaya inaad hadhoow dacwada soo gudbinayso.)

6. List any other related appeals/Sooqor wixii racfaano kale ah oo kasta.

7. Was testimony given at the hearing conducted by the unemployment law judge?
Marqaati malaga furay dhagaysiga uu qabtay xaakimka sharciga gunada shaqo la'aanta?

_____ Yes/Haa _____ No/Maya

If testimony was given, the Department of Employment and Economic Development will send you a transcript. If no testimony was given, there is no transcript to send. Haddii marqaati labaxiyay, Waaxda Shaqada iyo Hormarinta Dhaqaalaha ayaa kuusoo diraysa qoraal. Haddii aan marqaati labixin, qoraal laguumasoo dirayso.

8. Oral argument/Dooda afka.

Only attorneys can make oral arguments. If you do not have an attorney, neither you nor respondents will have oral argument.

Kaliya qareenada ayaa samayn kara dooda afka ah. Haddii aadan laheyn qareen, adiga ama eedeysanaha midkiina dood afka ah la idinka dhagaysan maayo.

If you have an attorney, is oral argument requested? _____ Yes/Haa _____ No/Maya
Haddii aad qareen leedahay, ma dood afka ah ayaad codsatay?

If yes, state where oral argument is requested: _____
Haddii ay haa tahay, sheeg halka laga codsaday dood afka ah:

9. Identify the type of brief to be filed (choose one of the options below):
Sheeg nooca dacwada kooban ee lagudbinaayo (dooro mid kamid ah dookhyada hoose):

() Formal brief under rule 128.02

Dacwad kooban oo rasmi ah 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).

Warbixinta kooban ee rasmiga ah waxaa kujiro tusmooyinka jadwalka, bayaanka arimaha sharciga, bayaanka dacwada, xaqiiqaha, dooda, gabgabada, iyo dheeraadka (*kafiiri* xeerka 128.02). Racfaan kooban oo Rasmi ah waa inuu iskudhagan yahay (*kafiiri* xeerka 132.01).

- () Informal brief under rule 128.01, subd. 1.
 Warbixin kooban oo aan rasmi ahayn oo waafaqsan xeerka 128.01, subd. 1.
 An informal brief contains a concise statement of your argument and an addendum. It may be stapled.
 Warbixinta kooban ee aan rasmiga aheyn waxay wadataa bayaan qeexan oo dooda iyo qoraalka dheeraad ah. Waa la isku dhajin karaa.
- () Trial memoranda, supplemented by a short letter argument under rule 128.01, subd. 2, and an addendum.
 Qoraalka maxkamad saarida, oo lagu kaabay dooda warqad gaaban si waafaqsan Sharciga 128.01, subd. 2, iyo sharaxaad dheeri ah.

All briefs must contain an addendum that includes a copy of the decision that you are appealing.
 Dhamaan dacwadaha kooban waa inay lasocotaa sharaxaad dheeri ah taasoo uu kujiro koobiga go'aanka aad racfaanka kaqaadaneyso.

10. Names, addresses, zip codes and telephone numbers of relator and respondents (or attorneys, if any).
 Magacyada, ciwaanada, nambarada boostada iyo lambarka taleefonka ee qofka dacwada soo gudbinaaya iyo eedeysanayaasha (ama qareenada, haddii ay wax jiraan).

Relator/Dacwoode:

Print name/Magaca qoran: _____

Address/Ciwaanka: _____

Email Address/Ciwaanka Iimaylka: _____

Telephone/Taleefanka: _____

Signature/Saxiixa: _____

Employer (or attorney)/Shirkada aad ushaqayso (ama qareenka):

Name/Magaca: _____

Address/Ciwaanka: _____

Email Address/Ciwaanka Iimaylka: _____

Telephone/Taleefanka: _____

Atty. Reg. #/Saxiixa/Fiiro gaar ah. Nambarka Diiwanagalinta: _____

DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT

E-200 First National Bank Building

332 Minnesota Street

St. Paul, MN 55101

THIS FORM MUST BE COMPLETED IN ENGLISH
FOOMKAAN WAA IN LAGU BUUXIYAA INGIRIIS

STATE OF MINNESOTA
IN COURT OF APPEALS
MAXKAMADA RACFAANADA
EE GOBALKA MINNESOTA

CASE TITLE/CIWAANKA DACWADA:

Relator (your name)
Dacwoode (magacaaga)

COURT OF APPEALS #
NAMBARKA MAXKAMADA
RACFAANADA

vs./iyo

- 1) _____,
Respondent (employer's name),
Eedaysane (magaca shirkada aad ushaqayso),
- 2) Department of Employment & Economic
Development,
Waaxda Shaqada iyo Hormarinta Dhaqaalaha,
Respondent./Eedaysane.

**RELATOR'S CERTIFICATE
OF SERVICE BY MAIL OF
THE PETITION, UNSIGNED WRIT,
STATEMENT OF THE CASE, AND
UNEMPLOYMENT LAW JUDGE'S
DECISION**
**SHAHAADADA ADEEGGA EE LAGU
DIRO BOOSTADA RACFAANKA,
XUKUN AAN LASAXIIXIN,
BAYAANKA KIISKA, IYO
GO'AANKA XAAKIMKA SHARCIGA
GUNADA SHAQO LA'AANTA**

STATE OF MINNESOTA
COUNTY OF _____
GOBALKA MINNESOTA
DEGMADA

I/Anigga oo ah, _____ (Name/Magaca), certify that on/waxaan xaqiijinayaa in markay ahayd _____ (Date/Taariikhda), I served the attached **(1) petition for a writ of certiorari; (2) unsigned writ of certiorari; (3) statement of the case; and (4) ULJ's decision from which appeal is taken**, on the following parties by mailing to each of them a copy thereof, enclosed in an envelope, first-class postage pre-paid, and by depositing the same in the United States Mail, directed to said party as follows/aan gudbiyay **(1) racfaanka xukunka kama dabaysta ah ee lifaaqa kujira; (2) go'aanka kama danbaysta ah ee aan lasaxiixin; (3) bayaanka kiiska; iyo (4) go'aanka ULJ ee aan racfaanka kaqaatay**, aana udiray dhinacyada soosocda anoo boosto ugu diraaya midkasta oo ayaga kamid ah koobiga, kujira gal warqadeed, kuna diraaya boostada heerka koobaad ee qarashkeeda horay loodhiibay, kuna diraaya isla koobigaas Boostada Maraykanka, ayadoo loogu diray dhinaca lasheegay sidaan soosocota:

(Fill in the name and address of the employer or employer's attorney on the lines below.

Then check the box next to each party to whom documents were mailed.)

(Gali magaca iyo ciwaanka shirkada aad ushaqayso ama qareenka shirkada laymanka hoose.

Kadibna tigsaar batoonka kuxiga qayb kasta oo kamid ah dhinacyada dukumiintiga boostada loogu diray.)

Department of Employment & Economic Development
E-200 First National Bank Building
332 Minnesota Street
St. Paul, MN 55101

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

Waxaan shaacinayaa anoo og inuu jiro ciqaab kadhalan karta beenta in wax kasta oon kusheegay dukumiintigaan ay yihiin kuwo run ah oo saxan.

(Signature/Saxiixa)

**(County where certificate was signed/
Degmada lagu saxiixay shahaadada)**

(Date of signature/Taariikhda saxiixa)

**(State where certificate was signed/
Gobalka lagu saxiixay shahaadada)**

THIS FORM MUST BE COMPLETED IN ENGLISH
FOOMKAAN WAA IN LAGU BUUXIYAA INGIRIIS

STATE OF MINNESOTA
IN COURT OF APPEALS
MAXKAMADA RACFAANADA
EE GOBALKAMINNESOTA

CASE TITLE/CIWAANKA DACWADA:

Relator (your name)
Dacwoode (magacaaga)

COURT OF APPEALS #
NAMBARKA MAXKAMADA
RACFAANADA

vs./iyo

1) _____
Respondent (employer's name),
Eedaysane (magaca shirkada
aad ushaqayso),

**RELATOR'S CERTIFICATE
OF SERVICE BY MAIL OF
ISSUED WRIT OF CERTIORARI
SHAHAADADA ADEEGGA EE
DACWOODAHA OO LAGU
DIRAY BOOSTADA QOLADA
SOOSAARTA GO'AANKA
RACFAANKA LAGA
QAADANAAYO**

2) Department of Employment & Economic
Development,
Waaxda Shaqada iyo Hormarinta Dhaqaalaha,
Respondent./Eedaysane.

STATE OF MINNESOTA
COUNTY OF _____
GOBALKA MINNESOTA
DEGMADA

I/Anigga oo ah, _____ (**Your name/Magacaaga**), being first duly sworn, depose and say that on/oo dhaar rasmi ah la imarsiiyay, waxay shaacinaaya aana shegayaa in markay ahayd _____ (**Date/Taariikhda**), I served the attached **issued writ of certiorari (signed by the Clerk of the Appellate Courts)** on the following parties by mailing to each of them a copy thereof, enclosed in an envelope, first-class postage pre-paid, and by depositing the same in the United States Mail, directed to said party as follows:/aan ugudbiyay go'aanka **xukunka lasoo saaray ee lifaaqa kujira (uuna saxiixay Karaaniga Maxkamadaha Racfaanka)** aana ugudbiyay dhinacyada soosocda anoo ugu diray boostada heerka koobaad ee lacagteda horay loobaxshay, isla dukumiintigaasna udiray Boostada Maraykanka, taasoo loogu diray dhinacyada soosocota sidaan soosocota:

*(Fill in the name and address of the employer or employer's attorney on the lines below.
Then check the box next to each party to whom documents were mailed.)
(Gali magaca iyo ciwaanka shirkada aad ushaqayso ama qareenka shirkada laymanka hoose.
Kadibna tigsaar batoonka kuxiga qayb kasta oo kamid ah dhinacyada dukumiintiga boostada
loogu diray.)*

**Department of Employment & Economic Development
E-200 First National Bank Building
332 Minnesota Street
St. Paul, MN 55101**

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

Waxaan shaacinayaa anoo og inuu jiro ciqaab kadhalaan karta beenta in wax kasta oon kusheegay dukumiintigaan ay yihiin kuwo run ah oo saxan.

(Signature/Saxiixa)

**(County where certificate was signed/
Degmada lagu saxiixay shahaadada)**

(Date of signature/Taariikhda saxiixa)

**(State where certificate was signed/
Gobalka lagu saxiixay shahaadada)**

THIS FORM MUST BE COMPLETED IN ENGLISH
FOOMKAAN WAA IN LAGU BUUXIYAA INGIIRIIS

STATE OF MINNESOTA
IN COURT OF APPEALS
MAXKAMADA RACFAANADA
EE GOBALKAMINNESOTA

CASE TITLE/CIWAANKA DACWADA:

Relator (your name)
Dacwoode (magacaaga)

COURT OF APPEALS #
NAMBARKA MAXKAMADA
RACFAANADA

vs./iyo

**RELATOR'S CERTIFICATE
OF SERVICE BY MAIL OF BRIEF
SHAHAADADA ADEEGGA EE
DACWOODAHA OO LAGU DIRAY
BOOSTADA DACWADA KOOBAN**

1) _____,
Respondent (employer's name),
Eedaysane (magaca shirkada aad ushaqayso),

2) Department of Employment & Economic
Development,
Waaxda Shaqada iyo Hormarinta Dhaqaalaha,
Respondent./Eedaysane.

STATE OF MINNESOTA
COUNTY OF _____
GOBALKA MINNESOTA
DEGMADA

I/Anigga oo ah, _____ (**Your name/Magacaaga**), being first duly sworn, depose and say that on/oo dhaar rasmi ah la imarsiiyay, waxay shaacinaaya aana shegayaa in markay ahayd _____ (**Date/Taariikhda**), I served the attached **brief** on the following parties by mailing to each of them a copy thereof, enclosed in an envelope, first-class postage pre-paid, and by depositing the same in the United States Mail, directed to said party as follows: /aan ugudbiyay dacwada **kooban ee lifaaqa kujirta** aana ugudbiyay dhinacyada soosocda anoo ugu diray boostada heerka koobaad ee lacagteda horay loobaxshay, isla dukumiintigaasna udiray Boostada Maraykanka, taasoo loogu diray dhinacyada soosocota sidaan soosocota:

*(Fill in the name and address of the employer or employer's attorney on the lines below.
Then check the box next to each party to whom documents were mailed.)
(Gali magaca iyo ciwaanka shirkada aad ushaqayso ama qareenka shirkada laymanka hoose.
Kadibna tigsaar batoonka kuxiga qayb kasta oo kamid ah dhinacyada dukumiintiga boostada loogu diray.)*

Department of Employment & Economic Development
E-200 First National Bank Building
332 Minnesota Street
St. Paul, MN 55101

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

Waxaan shaacinayaa anoo og inuu jiro ciqaab kadhalaan karta beenta in wax kasta oon kusheegay dukumiintigaan ay yihiin kuwo run ah oo saxan.

(Signature/Saxiixa)

**(County where certificate was signed/
Degmada lagu saxiixay shahaadada)**

(Date of signature/Taariikhda saxiixa)

**(State where certificate was signed/
Gobalka lagu saxiixay shahaadada)**