

FORM 110B. CERTIFICATE OF FILING AND DELIVERY

(to be filed with the Clerk of the Appellate Courts promptly after filing and delivery of the transcript)

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF

JUDICIAL DISTRICT

CASE TITLE:

Plaintiff,

CERTIFICATE OF FILING AND DELIVERY

vs.

Supreme Court

Court of Appeals

Defendant.

APPELLATE COURT CASE NUMBER:

DISTRICT COURT CASE NUMBER:

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

A transcript of the proceedings held on (specify dates) in the above-entitled action was filed with the district court administrator on (date). The transcript was delivered to counsel of record on (date) by (specify method of delivery).

The transcript was delivered to the following recipients):

(Specify name), a self-represented party who does not have an email address or access to email was notified of the availability of the transcript at the _____ County Court Administrator's Office on ___(date)_. (Check if applicable.)

DATED:

SIGNATURE OF COURT REPORTER

ADDRESS AND TELEPHONE NUMBER:

cc: District Court Administrator
All Counsel of Record;
Self Represented Parties (if applicable)

(Immediately after the filing and delivery of the transcript, RCAP 110.02, subd. 2(b and c), require the filing of a certificate to document the filing and delivery of the transcript. The certificate must specify the date the transcript was filed with the district court administrator and the date and method of delivery of the transcript to counsel of record and unrepresented parties, and if applicable, the date that any self-represented party who cannot receive an electronic copy was notified by the court reporter of the availability of a copy of the transcript at the court administrator's office. The certificate shall be electronically filed with the clerk of the appellate courts and served upon the counsel of record and unrepresented parties using the appellate court's e-filing and e-service system, unless a self-represented party received a paper copy of the transcript then the certificate must be served by U.S. Mail. The certificate also must be electronically filed with the district court administrator.)

Transcripts must be electronically filed with the court administrator and electronically served upon the counsel of record for the parties to the appeal and unrepresented parties using the district court's e-filing and e-service system, unless a self-represented party does not have an email address or access to email. In that event the court reporter must notify the self-represented party that a paper copy of the transcript is available at the court administrator's office.)