

INSTRUCTIONS

Witness List

CIVIL CASE

When getting ready for a trial, you may need to have a **Witness List** (CIV905), which is a list of the people you plan to call as witnesses to testify in court.

The *Civil Trial Booklet*, CIV201 (<http://mncourts.gov/GetForms.aspx?c=7&f=161>), has information about preparing for trial. The “Preparing Evidence” section talks about Witness Lists and Exhibit Lists.

You will need a copy of your *List* (and any attachments) for each party in the case and for yourself. If there is a *trial*, you may need another list for the judicial officer.

The Court has forms and instructions, for some types of cases, as a general guide to the court process. These instructions explain the steps in more detail and answer common questions, but are not a full guide to the law. Court employees may be able to give general information on court rules and procedures, but they cannot give legal advice.

Got a question about court forms or instructions?

- Visit www.MNCourts.gov/SelfHelp
- Call the MN Courts Self-Help Center at (651) 435-6535

Not sure what to do about a legal issue or need advice?

- Talk with a lawyer
- Visit www.MNCourts.gov/Find-a-Lawyer.aspx

Helpful materials may be found at your public county law library. For a directory, see <http://mn.gov/law-library/research-links/county-law-libraries.jsp> . For more information, contact your court administrator or call the Minnesota State Law Library at 651-297-7651.

A Note about Expert Witnesses

A witness might be qualified as an **expert witness** because of the person’s knowledge, skill, experience, training, or education. See https://www.revisor.mn.gov/court_rules/ev/.

The Caption

<p>State of Minnesota</p> <p>County 1</p> <hr/> <p>Plaintiff 3</p> <p style="text-align: center;">vs</p> <hr/> <p>Defendant 4</p>	<p style="text-align: right;">District Court</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>Judicial District:</td><td style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;">2</td></tr><tr><td>Court File Number:</td><td style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;"></td></tr><tr><td>Case Type:</td><td style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;"></td></tr></table> <p style="text-align: center;">Witness List</p> <p style="text-align: center;">Civil Case</p>	Judicial District:	2	Court File Number:		Case Type:	
Judicial District:	2						
Court File Number:							
Case Type:							

The Witness List has a **caption** at the top of the page. Look at a current order or other document from your case for the:

1. County where the case is located.
2. Judicial district number, court file number; and case type.
3. Name of Plaintiff.
4. Name of Defendant.

NOTE: If you are listed as the Plaintiff on the current order or other document, then you will still be the Plaintiff. If you are listed as a Defendant, then you will still be the Defendant.

1 I am the Plaintiff / Defendant in this case. I plan to call the following people as **non-expert witnesses**:

1. After the caption, check the box telling if you are the Plaintiff or Defendant.

List your non-expert witnesses on the first page. If you have more than 5 witnesses, you will need to add more paper. If you have **expert witnesses**, list them on page 2.

	2 First Name	MI	Last Name	Suffix	Needs Interpreter?
1.					<input type="checkbox"/> No: <input type="checkbox"/> Yes: _____
2.					<input type="checkbox"/> No <input type="checkbox"/> Yes: _____

For each witness (page 1) and expert witness (page 2):

- List the full name [first name, middle initial (MI), and last name]. Include the suffix if there is one (for example, “Jr.” or “PhD”).
- Does the witness need an interpreter? If you check “Yes,” then include the language.

I have the contact information for each person listed.

Dated _____

4

Signature _____

Name: _____

- After you have listed all of the names of the people you intend to be your witnesses at the trial, date and sign the form, and print your name underneath your signature.

NOTE: You must be able to give your witness’ contact information to the court or to the other party. Keep a list.

