



MINNESOTA JUDICIAL BRANCH

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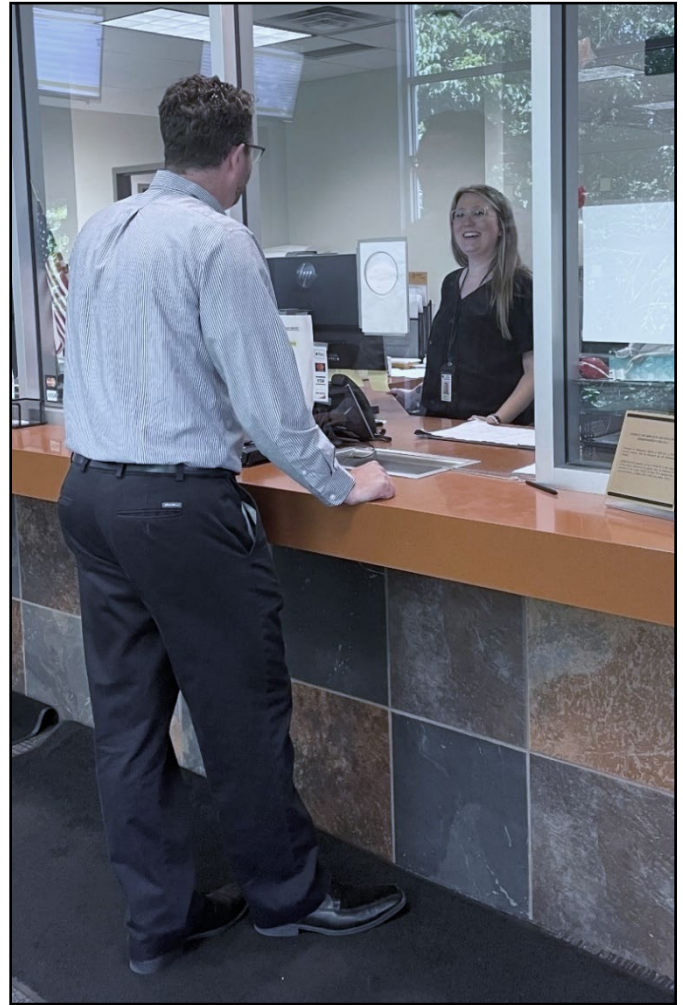
Ramsey County Visual Guide

Court Administration

Court administration handles the day-to-day management of the court system for the entire county.

Ramsey County Court Administration is divided into separate departments by case type, in addition to a Jury office and a Court Records department. All requests for records from a court file, regardless of case type, is provided by the Court Record's Division. Court Administration staff can accept paper documents for cases where the party is not represented by an attorney. They can provide information from public case files, including when the next court hearing is scheduled to be held.

Court Administration staff are not attorneys and are not permitted to answer legal questions or provide legal advice.



Public Counters

The main Courthouse on Kellogg Boulevard has public counters on the first floor, with both the Jury and Court Record's Divisions located on the basement level.

The suburban court location in Maplewood has a public counter for criminal and traffic case types.

The Juvenile Family Justice Center (JFJC) provides a public counter for Juvenile Delinquency and Child Protection cases, Harassment Restraining Orders and Orders for Protection, and Family Court matters related to Divorce, Child Support, Child Custody, and Paternity.

The Law Enforcement Center (LEC) has a limited public service counter for answering questions related to in-custody hearings. No payments for fines, bail, or bond can be taken at this location.

The 402 Commitment Building does not have a public counter and is only in operation for holding commitment hearings.

Security Screening Stations at All Courthouse Locations

All visitors must pass through security screening stations before admittance to the building. This required screening is an important measure to protect the safety of everyone in the building and ensures that no prohibited items are brought into the premises.

All personal items will be scanned through an X-ray machine and each person must walk through a metal detector. Jackets, belts, and shoes may need to be removed prior to, or after walking through the metal detector.

Please comply with instructions or requests from security officers or sheriff's deputies. If accommodations are necessary, or if you have questions or concerns about your safety or where to go while in the building, speak with security staff at the screening stations.



Ramsey County Kellogg Courthouse

15 West Kellogg Boulevard
St. Paul, MN 55102



Parking

Metered parking and parking ramps are available around the Kellogg Courthouse. See [Parking in St. Paul](#) for more detailed information or [page 16](#) for information on the Passport Parking App.

Courtroom locations

Courtrooms are located on floors 1, 8, and 10-16. A courtroom display kiosk is located on the first floor just outside Room 170, near the elevator bank. See [page 5](#) for more information.

Services and Contact Information

District Court Records

- Lower Level, Room 72
- 651-266-8237

Self-Help Center

- First Floor, Room 190
- 651-266-5125

Civil Court

- First Floor, Room 170
- Civil Filing 651-266-8253, #4
- Civil Scheduling 651-266-8253, #5
- Conciliation and Housing 651-266-8230
- Probate Civil Commitment 651-266-8145

Criminal Traffic Court

- First Floor, Room 130
- 651-266-1999

Jury Services and Juror Check-In

- Lower Level, Room 30
- 651-266-8200

Law Library

- 18th Floor
- 651-266-8391

Interpreter Office

- 651-266-8082

Bridges to Safety

- First Floor, Room 160
- 651-266-9901

Finding Your Courtroom

The Kellogg Courthouse has three, large lobby displays located outside of Room 170, near the elevator bank.

Two monitors display the party name for each case, the assigned courtroom, the time of the hearing, and the judicial officer presiding over the calendar. Monitors will alphabetically scroll through multiple pages of names.

The third monitor displays each judicial officer and their assigned courtroom for both the morning and afternoon sessions.

Assigned courtroom locations coincide with the floor numbers. For example, courtroom 1080 is on the 10th floor and courtroom 1360 is on the 13th floor.



Juvenile and Family Justice Center (JFJC)

25 West 7th Street
St. Paul, MN 55102



Parking

Metered street parking is available, in addition to a parking lot on St. Peter Street and a ramp on 8th Street, behind the building. See [Parking in St. Paul](#) for more detailed information or [page 16](#) for information on the Passport Parking App.

1st Floor Customer Service Counters

Room B134: Public counter for Juvenile Delinquency, Child Protection, Adoption, Divorce, Child Support, Child Custody, and Paternity.

Room B122: Public counter for Order for Protection (Domestic Abuse) or Harassment Restraining Orders.

Courtroom Locations

Courtrooms are located on floors 3, 4, and 5.

Services and Contact Information

Domestic Abuse/Harassment/Extreme Risk Protection Orders

- Domestic Abuse Court (Orders for Protection), Harassment Court (Harassment Restraining Orders), and Extreme Risk Protection Orders
- 651-266-5130

Juvenile Court

- Juvenile Court related to juvenile cases, adoption, delinquency, child protection, and juvenile traffic cases
- 651-266-5115

Family Court

- Family Court related to divorce, child support, child custody and paternity
- 651-266-2842

Finding Your Courtroom

The JFJC has a monitor that lists case numbers, the associated courtroom, hearing time, and judicial officer. Names are generally not posted since most juvenile cases are confidential.



Law Enforcement Center (LEC)

425 Grove Street
St. Paul, MN 55101



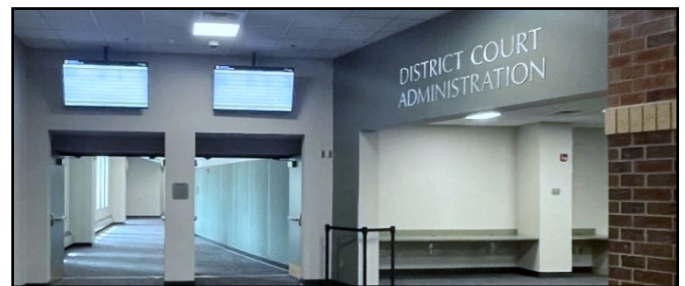
Parking

There is a free parking lot in front of the building with a limited number of spaces available. See [page 16](#) for information on the Passport Parking App.

Services and Contact Information

- The LEC has courtrooms for all felony first appearances and in-custody first appearances for all levels of criminal and traffic cases. Bail may be paid at the Sheriff's Warrant Office across the hall, or the jail located next door.
- 651-266-1999

Finding Your Courtroom



The LEC has two monitors that display a list of names for each calendar. Monitors are located above the door leading to the courtrooms.

Suburban Courthouse

2050 White Bear Avenue
Maplewood, MN 55109



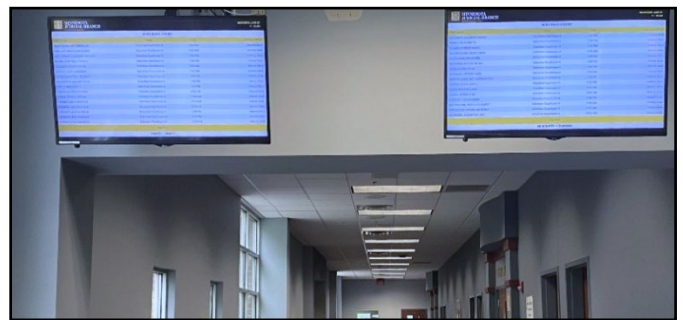
Parking

Free parking is available in the lot in front of the building.

Services and Contact Information

- The suburban court location has a public service counter for payments and assistance with criminal and traffic cases, and public terminals are available for self-directed case research.
- 651-266-1999

Finding Your Courtroom



The suburban location has two monitors that display a list of names for each calendar. Monitors are located above the entrance to the courtroom hallway leading to the courtrooms.

402 Commitment Court

402 University Avenue East, Suite 100
St. Paul, MN 55130



Parking

There is a free parking lot in front of the building with a limited number of spaces available.

Services and Contact Information

- The 402 Commitment Building does not have a public counter and is only in operation for holding commitment hearings.
- 651-266-8145

Courtroom Locations

There is only one courtroom at this location, and it is accessible from the lobby waiting area.

Jury Duty

Ramsey County Kellogg Courthouse
15 West Kellogg Boulevard, Room 30
St. Paul, MN 55102



Defendants in criminal cases and litigants in civil cases have the right to a trial by jury that is guaranteed by the Constitution of the United States and the State of Minnesota. Jurors have an opportunity to participate directly in an important component of our democracy.

The [Statewide Jury Service Information](#) page on the Minnesota Judicial Branch's website covers Frequently Asked Questions and information about the juror questionnaire.

The Jury Assembly Room is located on the basement level of the Kellogg Courthouse.

In the event of an emergency, messages can be delivered to jurors using the emergency phone number 651-266-8200. Court staff will answer this phone from 8:00 AM to 4:30 PM on Monday through Friday. Staff will relay a message to a juror as soon as possible.

What to Expect

- Jurors **MUST** bring their summons with them each day of jury duty.
- Please dress appropriately. Clothing can be casual, but clean. Do not wear clothing that could be considered offensive to others and no torn or ripped clothing should be worn.
- Temperatures in courtrooms may vary. Please bring a sweater or an appropriate jacket for your comfort.
- Jurors are not allowed to wear hats (except for religious or medical purposes), drink beverages, chew gum, or use tobacco products in the courtroom.
- Free, wireless internet is available throughout the Jury Services office area; however, cell phones, computers, and other internet accessible devices are not allowed in the courtroom.
- Puzzles, cards, miscellaneous board games, and a selection of books are available for juror use while waiting. A full-size refrigerator and microwave are also accessible for use.
- There is a breakroom with vending machines for soda, juice, water, and snacks, as well as a charging station for cell phones.
- A dedicated lactation room is available for nursing mothers.

Beware of Jury Scams

Jury scammers are calling people and pretending to be from the Minnesota Court System or from a law enforcement agency. In these calls, the scammer says you must pay a fine for missing jury service. The Minnesota Courts or a law enforcement agency will never call you and demand that you pay a fine for missing jury service.

District Court Records

Ramsey County Kellogg Courthouse
15 West Kellogg Boulevard, Room 72
St. Paul, MN 55102



Court records staff members can provide assistance with the following:

- Obtaining certified and/or exemplified copies of documents from Ramsey County District Court cases. Documents from other counties or federal court must be requested through those venues,
- Use of Public Access Terminals to search for and view public court cases and documents,
- Accessing and viewing older or confidential case records not available electronically, and
- Submitting exhibits for upcoming hearings.

Court Record Information

The [Rules of Public Access to the Records of the Minnesota Judicial Branch](#) approved by the [Minnesota Supreme Court](#) govern access to court records.

Statewide public records and limited documents in those cases may be searched and printed online using [Minnesota Court Records Online](#) (MCRO). Some cases and documents can only be accessed in a courthouse. Public Access Terminals are available in the Court Records Office for use by the public.

Requests can be made via mail, over the phone, or in person. Payment is required for certified and exemplified documents, \$14.00 per document, before copies can be provided. Accepted forms of payment include Cash, Check/Money Order, and Credit/Debit Card (Visa/Mastercard).

District Court Records cannot assist with the following records:

- Property or Vital Records (birth, death, marriage). These are available through Ramsey County Administration at 90 West Plato Boulevard, St. Paul, MN.
- Ramsey County Civil Cases filed between 1858-1902 and Criminal Cases filed before 1953.
 - For assistance with these records preserved in the State Archives, contact Minnesota Historical Society Library staff at 651-259-3300.
- Name changes completed during the Naturalization Process. Federal Court maintains these records.

Self-Help Service Center (SHSC)

Ramsey County Kellogg Courthouse
15 West Kellogg Boulevard, Room 190
St. Paul, MN 55102



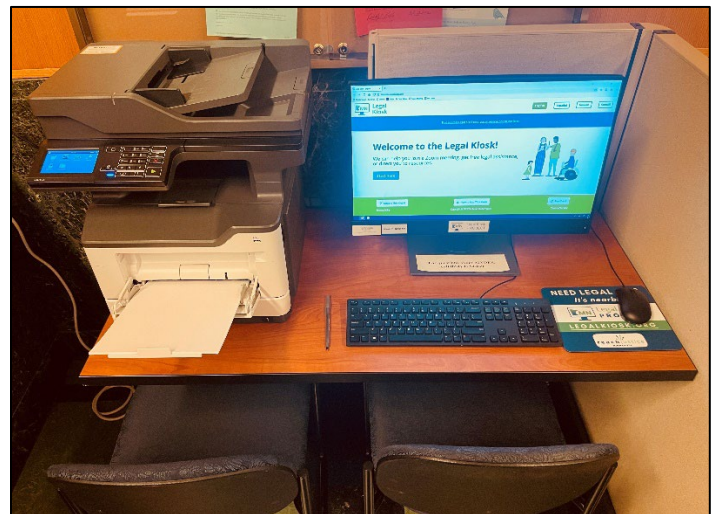
The Self-Help Service Center is staffed with paralegal professionals. They can provide assistance with the following:

- Family Court Filings (i.e., Dissolution, child support, and paternity matters),
- Adult Criminal and Juvenile Expungement Filings,
- Name Changes,
- Forms and a review of completed forms before being submitted to court, and
- Additional legal resources, including information on legal advice clinics.

Legal Kiosks

Legal Kiosks are computers that help people access legal aid services if they don't have internet or their own devices. These kiosks let users apply for civil legal aid and find legal information. Please note that USB drives won't work with the kiosks. If you need to upload a file, you can email it to yourself or use a cloud service like Google Drive or Dropbox.

These kiosks can be found in the Kellogg Courthouse in rooms 130 and 190, the law library on the 18th floor, and the Juvenile Family Justice Center in the Domestic Abuse – Harassment office.



Ramsey County Law Library

Ramsey County Kellogg Courthouse
15 West Kellogg Boulevard, 18th Floor
St. Paul, MN 55102

The Ramsey County Law Library is located on the 18th floor of the Kellogg Courthouse. Please note that only two elevators go directly to the 18th floor. If your elevator does not go to the 18th floor, select Floor 17 and exit. On 17, press the Up-elevator button to call an elevator to bring you to the 18th floor.

Law library staff members can provide patrons with free law-related resources including books, journals, electronic databases, clinics/informational workshops, and other tools to help in legal assistance.

They are trained in legal research and can assist in locating legal information or direction to legal organizations and they also have the ability to make referrals.

The Law Library has access to online resources such as Westlaw and Lexis Nexis.

The Law Library also offers access to computers, internet, copiers and printers or scanners, with a small fee for printing or copying documents.

The law library hosts popular legal clinic services including:

- Weekly Housing/Conciliation Court clinic,
- Criminal clinic, and
- Criminal Expungement workshop, that provides assistance with completing expungement forms and getting these forms ready for filing.

The Housing/Conciliation clinic services are available only for Ramsey County residents with an open case pending in Ramsey County.



The law library has great views of the city. Come up to the 18th floor to look out the windows and find out more about the resources that are available.

Courtroom Expectations

Courts have rules and expectations in the courtroom so everyone may be heard in a timely, dignified, and respectful manner, and judges can make good decisions. Your cooperation following these expectations will help with this process.

All courtroom expectations apply to in-person and remote hearings.

- Arrive on time for your hearing. Make sure to set aside enough time to get to the courthouse, park, go through security and find your courtroom.
- Bring any paperwork, documents, or notepad you may need for your hearing.
- Turn off your cell phone.
- Do not chew gum, eat, or drink beverages in the courtroom.
- Do not wear a hat or head covering in the courtroom, other than for religious or medical purposes.
- Be respectful in your appearance and clothing.
- Do not engage in distracting activity while court is in session, such as reading newspapers, books, magazines, or use of electronic devices.
- During the hearing, ask permission to speak, talk directly to the judge or your attorney. Do not speak while others are speaking.

Additional Remote Hearing Expectations

- Before your hearing, test the device you will use for your remote hearing.
 - Check your connection, sound, and camera.
 - Ensure that you know how to turn on and off your video and how to mute and unmute your audio.
- Choose a neutral background and have good lighting.
- Stay stationary when your camera is on so everyone can see you. Do not drive, walk around, or lie in bed during your hearing.
- Do not smoke or vape during your hearing.
- Dress in a way that respects the formal setting of court.
- Keep microphone muted and video off until case is called upon or until directed otherwise.
- Follow all instructions and give the hearing your full attention.
- Video and audio lags can happen, so pause before you speak.
- Speak slowly and clearly and state your name each time for the record.

Watch this two-minute video on [Preparing for your Remote Hearing](#) for more tips on remote hearings.

Who is in the Courtroom and Where Does Everyone Sit?

Each courtroom looks different from others due to room size and set-up, but the people in the courtroom will be the same.

1. **Judicial Officer** - a public official authorized to decide questions brought before the court.
2. **Courtroom Clerk** - a person that sits near the judge at a computer and helps organize evidence and other documents.
3. **Court Reporter** - a person who documents testimony during court proceedings. The court reporter or the judge may ask people to speak slowly, or to spell or repeat words for accuracy.
4. **Plaintiff/Petitioner** - the person or entity that initiates a court case.
5. **Defendant/Respondent** - the person charged with a crime or sued in a civil/family case.
6. **Attorney/Prosecutor** - a lawyer, a person qualified by state or federal court to provide legal services.
7. **Bailiff/Court Security** - a court official or deputy sheriff who keeps order in the courtroom.
8. **Witness** - a person who sees, hears, or has information about an event, and provides this information in court.
9. **Jury** - a group of citizens called to listen to and give a decision in a trial of a criminal prosecution or a lawsuit.

There may be others in the courtroom, including interpreters, victims, social workers, probation officers, members of the public, the media, or family and friends of the parties involved in the case.



Additional Information

Parking in St. Paul

Limited metered parking is available in St. Paul. To park at a metered spot, you can download the Passport Parking app from the Apple App Store or the Google Play Store or pay at kiosks on the street. The zone for St. Paul parking meters is 651.

There are several privately owned parking ramps surrounding the courthouse in downtown St. Paul. Rates at parking ramps vary.

Other Contact Information

Guardian ad Litem – representation for the interests of an underage child in a court action. This is a state-wide program, independent of the Minnesota Judicial Branch.

- (651) 266-5273

Bridges to Safety – centralized services for victims of domestic violence.

- (651) 266-9901 Kellogg Courthouse, Room 160

Ramsey County Public Defender's Office

- (651) 352-2500

Neighborhood Justice Center

- (651) 222-4703 or visit <https://www.njcinc.org/>

Criminal Defense Services, Inc.

- (612) 238-4784 or visit <https://www.criminaldefenseservices.org/index.html>

Housing Legal Aide

- Southern Minnesota Regional Legal Services (SMRLS)
 - (651) 222-4731 or visit www.smrls.org
- Volunteer Lawyers Network (VLN)
 - (612) 752-6677 or visit www.vlnmn.org
- Home Line's Tenant Hotline
 - (612) 728-5767 or visit www.homelinemn.org
- Minnesota Assistance Council for Veterans (MACV)
 - (612) 726-1327 or visit www.mac-v.org

Ramsey County Rental Emergency Assistance Services

- (651) 266-4884 Emergency Assistance Hotline or email chs.ea-ega.unit@co.ramsey.mn.us
- For additional information about this rental program, go to <https://www.ramseycounty.us/residents/assistance-support/assistance/financial-assistance/emergency-assistance>