

Filing a Family Law Appeal in the Minnesota Court of Appeals Kev Zwm Ntawv Txiaiv Txim Dua Txog Kev Cai Rau Tsev Neeghauv Minnesota Lub Tsev Hais Cov Plaub Txiaiv Txim Dua

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This packet is a general guide to appealing a final decision made in a dissolution (divorce), custody, or parenting matter. These instructions explain the steps to start an appeal and answer common questions, but are **not** a full guide to the law.

Pob ntawv no yog ua qauv qhia kev thov txiaiv txim dua ib txoj kev txiaiv txim kawg ntawm txoj kev rhuav tshem (sib nrauj), kev tswj xyuas, los yog teeb mem kev tu me nyuam. Cov lus no yuav qhia txog cov kauj ruam pib thov kev txiaiv txim dua thiab teb cov lus nquag nug, tiam sis **tsis** yog cov lus cob qhia txhij txhua ntawm txoj cai.

Please read the entire packet carefully. If you do not understand any of the steps, or do not know if the forms included with the packet are appropriate for your situation, get legal advice from an attorney. Court employees are able to give general information about court rules and procedures, **but court employees cannot give legal advice.**

Thov ua tib zoo nyeem pob ntawv no txhij txhua tag nrho. Yog koj tsis nkag siab txog tej kauj ruam twg los yog tsis paub tias cov ntawv muaj nrog pob ntawv no puas haum rau koj qhov xwm txheej, koj tham tau nrog ib tug kws lij choj kom muab tswv yim kev cai lij choj pab. Cov neeg ua hauj lwm hauv tsev hais plaub qhia tau tej ncauj lus dog dig txog tsev hais plaub cov cai thiab cov txheej txheem, **tiam sis cov neeg ua hauj lwm hauv lub tsev hais plaub muab tsis tau tswv yim kev cai lij choj.**

This packet includes/Pob ntawv no muaj xws li:

- Step-by-Step Instructions for Filing a Family Law Appeal
Cov Kauj Ruam Qhia Kev Zwm Ntawv Thov Kev Txiaiv Txim Dua Txog Kev Cai Rau Tsev Neeq
- Form: Notice of Appeal
Tsab ntawv: Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua
- Form: Statement of the Case of Appellant
Tsab ntawv: Nqe Lus Teev Rooj Plaub ntawm Neeq Thov Kev Txiaiv Txim Dua
- Form: Appellant's Certificate of Service by Mail of the Notice of Appeal and Statement of the Case
Tsab ntawv: Neeq Thov Kev Txiaiv Txim Dua Tsab Ntawv Pov Thawj Xa Hauv Chaw Xa Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua thiab Nqe Lus Teev Rooj Plaub
- Form: Appellant's Certificate of Service by Mail of Brief
Tsab ntawv: Neeq Thov Kev Txiaiv Txim Dua Tsab Ntawv Pov Thawj Kev Xa hauv Chaw Xa Qhov Lus Meej

For Additional Assistance/Lwm cov kev pab txhawb ntxiv:

Additional helpful materials, including example briefs, can be found on the Minnesota State Law Library website(<https://mncourts.libguides.com/appeals>).

Muaj lwm cov ntaub ntawv pab txhawb xws li cov qauv lus meej, nyob rau ntawm Xeev Minnesota Lub Tsev Qiv Ntawv Lij Choj qhov vas sab (<https://mncourts.libguides.com/appeals>).

The State Law Library also hosts an Appeals Self-Help Clinic (<https://mn.gov/law-library/services/clinics/appealsclinic.jsp>) where you can get limited free legal advice about your appeal from a volunteer attorney. At the clinic, you can also get help filling out forms. The Appeals Self-Help Clinic is on the third Thursday of each month from 1:30-4:30 p.m. It is a walk-in clinic; no appointments are taken. For more information about the Appeals Self-Help Clinic, call (651) 297-7651.

Lub Xeev Tsev Qiv Ntawv Lij Choj puav leej muaj lub Chaw Pab Tus Kheej Txog Kev Txiaiv Txim Dua (<https://mn.gov/law-library/services/clinics/appealsclinic.jsp>) uas koj mus cuag tau tswv yim kev cai lij choj me ntsis rau koj rooj plaub los ntawm ib tug kws lij choj pab dag zog pub dawb los yog tau kev pab nrog ua cov ntawv thov. Nyob rau ntawm lub chaw pab, koj puav leej yuav nrhiav tau kev pab teb rau cov ntawv. Chaw Pab Tus Kheej Txog Kev Txiaiv Txim Dua yog muaj rau hnuv Thursday thib peb hauv lub hlis txij li 1:30-4:30 tav su. Nws yog lub chaw cia li mus cuag xwb, yog li yuav tsis teem sij hawm. Xav paub ntxiv txog Chaw Pab Tus Kheej Txog Kev Txiaiv Txim Dua, hu rau (651) 297-7651.

**Important Information about Family Law Appeals
Ncauj Lus Tseem Ceeb txog Cov Kev Txiav Txim Dua ntawm
Kev Cai Rau Tsev Neeg**

**Court of Appeals Opinions are Available to the Public
Muaj Tswv Yim Kev Xav Ohia Rau Pej Xeeb Huab Hwm Txog Tsev
Hais Plaub Cov Kev Txiav Txim Dua**

Once your appeal is decided, the Court of Appeals will issue a written decision, called an “opinion.” That opinion will describe your appeal, the court’s decision in your appeal, and the reasons for that decision. **The opinion will be available to the public on the Minnesota Judicial Branch’s website.** After an opinion is issued, **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. That opinion will include information about you and the issues involved in your appeal. Thaum twg txiav txim dua tiav rau koj, Tsev Hais Plaub Cov Kev Txiav Txim Dua yuav suav ib tsab ntawv teev kev txiav txim, hu ua “tswv yim kev xav.” Lub tswv yim kev xav yuav piav txog txoj kev txiav txim dua rau koj, lub tsev hais plaub txoj kev txaiv txim thiab cov laj thawj rau txoj kev txiav txim ntawd **Yuav muab lub tswv yim kev xav qhia rau pej xeeb huab hwm ntawm Minnesota Judicial Branch qhov vas sab.** Tom qab zwm tiav ib lub tswv yim kev xav, **yuav tshem tsis tau nws tawm saum huab cua.** Qhov no txhais tau tias yog leej twg tshawb koj lub npe saum huab cua nws yuav pom thiab nyeem tau lub tswv yim kev xav. Lub tswv yim kev xav ntawd yuav muaj cov ncauj lus txog koj thiab cov teeb meem txuam nrog txoj kev txiav txim dua rau koj.

**Laws that Apply to your Appeal
Cov Kev Cai Uas Muaj Feem Xyuam rau koj Txoj Kev Txiav Txim Dua**

Your appeal is governed by the [Minnesota Rules of Civil Appellate Procedure](#), the [Special Rules of Practice for the Minnesota Court of Appeals](#), the Minnesota Statutes, and relevant opinions of the Minnesota Supreme Court and Minnesota Court of Appeals (opinions of the supreme court and Court of Appeals are sometimes called “case law”). Some of the statutes that may apply to dissolution of marriage, child custody, child support, parenting time, and other family law matters include: [Minnesota Statutes chapters 518, 518A, 518B, 518C, 518D, and 518E](#). Other rules and statutes may also apply. **If you are representing yourself, you are responsible for researching the rules, statutes, and case law that govern your case. Court employees cannot give legal advice.**

Txoj kev txiav txim dua rau koj yog kav los ntawm [Minnesota Cov Cai Hais Txheej Txheem Kev Txiaiv Txim Dua rau Laj Mej Pej Xeem](#), [Cov Cai Tshwj Xeeb Hais hauv Minnesota Lub Tsev Hais Cov Plaub Txiaiv Txim Dua](#), Minnesota Cov Cai Lij Choj, thiab cov tswv yim kev xav muaj feem xyuam los ntawm Minnesota Qib Tsev Hais Plaub Loj thiab Minnesota Lub Tsev Hais Cov Plaub Txiaiv Txim Dua (cov tswv yim kev xav ntawm qib tsev hais plaub loj thiab Lub Tsev Hais Cov Plaub Txiaiv Txim Dua yog hu ua “cai rooj plaub” tej thaum). Qee cov cai lij choj yuav muaj feem xyuam rau kev rhuav tshem ib txoj kev txij nkawm, kev tswj xyuas me nyuam, kev yug noj yug haus rau me nyuam, sij hawm tau saib me nyuam thiab lwm cov xwm txheej ntawm tsev neeg muaj xws li: [Minnesota Cov Cai Lij Choj tshooj 518, 518A, 518B, 518C, 518D, thiab 518E](#). Lwm cov kev cai thiab cai lij choj yuav puav leej muaj feem xyuam. **Yog koj sawv cev tam koj tus kheej, koj muaj tes dej num yuav tau tshawb fawb txog cov kev cai, cov cai lij choj, thiab txoj cai uas kav koj rooj plaub. Cov neeg ua hauj lwm hauv tsev hais plaub muab tsis tau tswv yim kev cai lij choj.**

This packet includes simplified instructions for a family law appeal, but you should read the rules, statutes, and case law yourself for more information. 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 find the rules at the Minnesota Judicial Branch’s website: <http://www.mncourts.gov/About-The-Courts/SupremeCourt/CourtRules.aspx>.

Pob ntawv no muaj cov lus qhia yooj yim txog kev txiav txim dua ntawm kev cai rau tsev neeg, tiam sis koj yuav tsum tau nyeem cov kev cai, cov cai lij choj thiab txoj cai rau rooj plaub koj tus khej kom paub meej ntxiv. Koj yuav nrhiav tau cov kev cai, rooj plaub txoj cai, thiab cov cai nyob rau hauv Xeev Minnesota Tsev Qiv Ntawv Lij Choj (Room G25, Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155, los yog hu rau 651-297-7651), thiab hauv cov tsev qiv ntawv dawb rau laj mej pej xeem. Koj yuav puav leej nrhiav tau cov kev cai nyob rau ntawm Minnesota Judicial Branch qhov vas sab: <http://www.mncourts.gov/About-The-Courts/SupremeCourt/CourtRules.aspx>.

Filing Fees/Cov Nqi Zwm Ntawv

The appellant in a family law appeal must either pay a \$550 filing fee to the Clerk of the Appellate Courts, or obtain an order **from the district court** waiving that fee. An order from the district court waiving the filing fee is sometimes called an order granting permission to proceed “in forma pauperis” or granting permission to proceed “IFP.” See [Minn. R. Civ.App. P. 103.01, subd. 1; 109](#). Tus neeg thov kev txiav txim dua txog kev cai rau tsev neeg yuav tsum them qhov nqi zwm ntawv \$550 mus rau tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua, los yog mus muab ntawv txib **hauv lub cheeb tsam tsev hais plaub** uas zam qhov nqi ntawd. Tej thaum yuav hu qhov lus txib txoj kev zam nqi zwm ntawv hauv lub cheeb tsam tsev hais plaub hu ua lub txib tso cai hais mus “raws tus yam ntxwv neeg txom nyem (in forma pauperis (IFP))” los yog tso cai hais mus “IFP.” Xyuas [Minn. R. Civ. App. P. 103.01, subd. 1; 109](#).

An order waiving the district court filing fees is *not* the same as an order waiving the filing feeson appeal. To get an order waiving the filing fee for the appeal, you must request it **indistrict court**. You need a new order to waive the fee for the appeal, **even if the district court already waived court fees for matters in district court**. If you ask the district court for an order waving the filing fee for an appeal, your request must specify that you want the filing fee waived **for the appeal**. A request to proceed IFP on appeal may also include a request that the district court waive the cost of preparing a transcript for your appeal.

Qhov lus txib zam lub cheeb tsam tsev hais plaub qhov nqi zwm ntawv tsis yog tib yam li qhov lus txib zam cov nqi ntawv ntawm kev txiav txim dua. Kom tau kev zam nqi zwm ntawv rau txoj kev txiav txim dua, koj yuav tsum thov **hauv cheeb tsam tsev hais plaub**. Koj yuav tsum thov daim ntawv txib kev zam tus nqi tshiab ntawm txiav txim dua, **txawm tias lub cheeb tsam tsev hais plaub twb zam tag cov nqi rau cov xwm txheej hauv tsev hais plaub lawm**. Yog koj thov lub cheeb tsam tsev his plaub kom tau ntawv txib zam nqi zwm ntawv thov txiav txim dua, koj cov lus thov yuav tsum qhia tseeb tias yog koj xav thov kom zam qhov nqi zwm ntawv **rau txoj kev txiav txim dua**. Thov kev tso cai hais mus IFP ntawm kev txiav txim dua puav leej thov tau kom lub cheeb tsam tsev hais plaub zam qhov nqi npaj daim ntawv teev rooj sib hais ntawm txoj kev txiav txim dua rau koj.

If the district court denies either your request to waive the filing fee for the appeal or a request to waive the costs of preparing a transcript for your appeal, you may file a motion in the Court of Appeals to review the district court's denial of your request(s).

Yog lub cheeb tsam tsev hais plaub tsis kam zam nqi zwm ntawv rau txoj kev txiav txim dua los yog thov kev zam cov nqi npaj daim ntawv teev rooj sib hais rau txoj kev txiav txim dua rau koj, koj ua ntawv thov tau mus rau lub Tsev Hais Plaub Cov Kev Txiaiv Txim Dua kom tshab xyuas txog cheeb tsam tsev hais plaub txoj kev tsis kam ua raws li koj thov txog.

Instructions and forms for requesting an order waiving fees for your appeal are found on the Minnesota Judicial Branch Website: <http://www.mncourts.gov/GetForms.aspx?c=19&p=70>

Muaj cov lus qhia thiab cov ntawv sau thov kev zam cov nqi rau txoj kev txiav txim dua rau koj ntawm Minnesota Judicial Branch Qhov Vas Sab: <http://www.mncourts.gov/GetForms.aspx?c=19&p=70>

Important Information about your Appeal
Ncauj Lus Tseem Ceeb txog Txoj Kev Txiaiv Txim Dua rau koj

Your Forms Must be Filled Out in English
Yuav Tsum Teb Koj Cov Ntawv Ua Lus Askiv

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.

Cov ntawv rhais nrog pob ntawv no yog sau ua Lus Askiv thiab hom lus txhais tib si. Tiam sis koj cov lus teb rau tsab ntawv yuav tsum yog teb ua Lus Askiv. Yog koj teb tsis tau koj cov Ntawv ua Lus Askiv koj tus kheej, koj yuav tau npaj kom muaj leej twg pab koj sau koj cov lus teb ua Lus Askiv.

Your Brief Must be Written in English
Koj Qhov Lus Meej Yuav Tsum Sau Ua Lus Askiv

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.

Ib feem loj ntawm koj txoj kev thov txiaiv txim dua yog koj *qhov lus meej*, uas yog koj cov lus txhawb rau txoj kev txiaiv txim uas koj xav kom tshwm sim muaj los ntawm txoj kev txiaiv txim dua. Yuav tsim nyog tshawb fawb txog cov cai thiab txoj cai rau rooj plaub rau koj qhov lus meej. Qhov lus meej yuav tsum yog sau ua Lus Askiv. Yog koj sau tsis tau koj qhov lus meej ua Lus Askiv koj tus kheej, koj yuav tau npaj kom muaj leej twg pab koj sau koj cov lus teb ua Lus Askiv.

Step-by-Step Instructions for Filing a Family Law Appeal Cov Kauj Ruam Qhiarau Kev Zwm Ntawv Txiaiv Txim Dua Txog Kev Cai Rau Tsev Neeg

Step 1: Calculate Your Appeal Deadline Kauj Ruam 1: Ntsuas Hnub Kawg Rau Koj Thov Kev Txiaiv Txim Dua

Generally, a party seeking to appeal (called the “appellant”) has 60 days to do so. When the 60-day appeal period starts depends on the type of ruling being appealed:

Feem ntau, tog neeg uas nrhiav kev txiaiv txim dua (hu ua "neeg thov kev txiaiv txim dua") muaj 60 hnub rau thov. Lub sij hawm 60-hnub pib yog nyob ntawm hom kev txiaiv txim yog thov kom txiaiv txim dua txog:

1. If the ruling to be appealed is a judgment, the 60-day period to appeal starts when the judgment is entered. [Minn. R. Civ. App. P. 104.01, subd. 1](#). The 60-day period to appeal a judgment starts to run when the judgment is entered **even if you are not notified that the judgment was entered**. If the judgment sought to be appealed arises out of proceedings in the Expedited Child Support Process, *see* item 3 below.

Yog txiaiv txim dua txog ib txoj kev phua txim, lub sij hawm 60-hnub thov kev txiaiv txim dua ntawd yuav pib thaum sau tseg hnub phua txim. [Minn. R. Civ. App. P. 104.01, subd. 1](#). Lub sij hawm 60-hnub thov kev txiaiv txim dua txog ib txoj kev phua txim yuav pib thaum sau tseg kev phua txim **txawm tias tsis faj seeb qhia rau koj paub tias twb sau tseg kev phua txim lawm**. Yog txoj kev phua txim uas xav kom txiaiv txim dua txog tshwm sim los ntawm cov Txheej Txheem Sib Hais Sai Txog Kev Yug Noj Yug Haus Rau Me Nyuam, *xyuas* qhov 3 nram no.

2. If the ruling to be appealed is an order, the 60-period to appeal starts when a party serves written notice that the order has been filed. [Minn. R. Civ. App. P. 104.01, subd. 1](#). If the order sought to be appealed arises out of proceedings in the Expedited Child Support Process, *see* item 3 below.

Yog txoj kev txiaiv uas xav kom txiaiv txim dua txog yog ib qho lus txib, lub sij hawm 60-hnub thov kev txiaiv txim dua yuav pib thaum twg tog neeg xa tsab ntawv faj seeb qhia tias twb zwm tag cov lus txib lawm. [Minn. R. Civ. App. P. 104.01, subd. 1](#). Yog qhov lus txib uas xav kom txiaiv txim dua txog tshwm sim los ntawm cov Txheej Txheem Sib Hais Sai Txog Kev Yug Noj Yug Haus Rau Me Nyuam, *xyuas* qhov 3 nram no.

3. If the ruling to be appealed is either a judgment or an order arising out of proceedings in the Expedited Child Support Process, the 60-day period to appeal starts on the date the district court administrator serves upon the parties the notice of filing of the order or notice of entry of the judgment. [Minn. R. Gen. Prac. 378.01](#).

Yog tias txoj kev txiav txim uas xav kom txiav txim dua txog yog ib txoj kev phua txim los sis ib qho lus txib los ntawm Cov Txheej Txheem Sib Hais Sai Txog Kev Yug Noj Yug Haus Rau Me Nyuam, lub sij hawm 60-hnub thov kev txiav txim dua yuav pib thaum tus neeg lis ntaub ntawv hauv cheeb tsam tsev hais plaub xa tsab ntawv faj seeb txog kev zwm qhov lus txib sau kev phua txim mus rau cov tog neeg. [Minn. R. Gen. Prac. 378.01](#).

Certain types of motions made in district court or in the Expedited Child Support Process will extend the time to appeal a judgment or an order **but only if the motion is both timely and proper**. See [Minn. R. Civ. App. P. 104.01](#), subd. 2; [Minn. R. Gen. Prac. 378.01](#).

Qee hom ntawv thov hauv cheeb tsam tsev hais plaub los yog hauv Cov Txheej Txheem Sib Hais Sai Txog Kev Yug Noj Yug Haus Rau Me Nyuam yuav ncuat tau lub sij hawm thov txiav txim dua ib txoj kev phua txim los yog lus txib **tiam sis tsuas yog tsab ntawv thov yuav tsum xa raws sij hawm sau yog tsim nyog xwb**. *Xyuas* [Minn. R. Civ. App. P. 104.01](#), subd. 2; [Minn. R. Gen. Prac. 378.01](#).

- Determine the type of ruling that is being appealed (1. judgment, 2. order, or 3. any ruling arising out of the Expedited Child Support Process) and the date that starts the 60-day period: Ntsuas hom kev txiav txim uas yuav thov txiav txim dua txog (1. kev phua txim, 2. lus txib, los yog 3. txhua hom kev txiav txim los ntawm Cov Txheej Txheem Sib Hais Sai Txog Kev Yug Noj Yug Haus Rau Me Nyuam) thiab hnub uas pib suav lub sij hawm 60-hnub:
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General Instructions for Calculating Court of Appeals Deadlines
Cov Lus Qhia Dog Dig rau Kev Ntsuas Cov Hnub Kawg Rau Lub Tsev
Hais Cov Plaub Txiaiv Txim Dua

- Do not count the day of the event that starts the time period. Instead, start counting the next day (for example, if judgment was entered on Monday July 1, 2019, do not count that day; the first day of the 60-day period to appeal that judgment is Tuesday July 2, 2019).
 Tsis txhob suav hnub uas qhov xwm txheej pib tshwm sim uas lub sij hawm no. Pib suav hnub tom qab (piv txwv, yog sau kev phua txim rau hnub Monday Xya Hli Tim 1, 2019, tsis txhob suav hnub ntawd; thawj hnub ntawm lub sij hawm 60-hnub thov kev txiaiv txim dua yog hnub Tuesday Xya Hli Tim 2, 2019).
- Continue counting calendar days. **Do not skip weekends. Do not skip legal holidays** (see below for legal holidays).
 Suav cov hnub mus. **Tsis txhob hla cov hnub so. Tsis txhob hla cov hnub caiv** (xyuas cov hnub caiv raws kev cai lij choj nram no).
- If the last day of the appeal period is a Saturday, Sunday, or legal holiday, then the deadline for filing the appeal is the next day that is not a Saturday, Sunday, or legal holiday.
 Yog tias hnub kawg thov kev txiaiv txim dua yog hnub Saturday, Sunday, los yog hnub caiv raws kev cai lij choj, ces hnub kawg zwm ntawv thov kev txiaiv txim dua yuav yog hnub tom ntej uas tsis yog hnub Saturday, Sunday, los yog hnub caiv raws kev cai lij choj.
- For the purpose of calculating deadlines, legal holidays for the appellate courts are: Rau qhov laj thawj kev ntsuas cov hnub kawg, cov hnub caiv raws kev cai lij choj rau Cov Tsev Hais Plaub Txiaiv Txim Dua yuav yog:
 - New Year’s Day (January 1);
 Hnub Xyoo Tshiab (Ib Hlis Tim 1);
 - Martin Luther King, Jr.’s birthday (the third Monday in January);
 Hnub Yug Martin Luther King, Jr. (Hnub Monday thib peb hauv lub Hlis Ntuj);
 - Presidents’ Day (the third Monday in February);
 Hau Teb Chaws Hnub (Hnub Monday thib peb hauv lub Ob Hlis Ntuj);
 - Memorial Day (the last Monday in May); Hnub Nco Txog Cov Tuag (Hnub Monday kawg hauv lub Tsib Hlis Ntuj);
 - Juneteenth (June 19)/Lub Hli Thib Rau (Lub Rau Hlis Ntuj Tim 19)
 - Independence Day (July 4);
 Hnub Ywj Pheej (Xya Hli Tim 4);
 - Labor Day (the first Monday in September);
 Hnub Khwv (Thawj Hnub Monday hauv lub Cuaj Hli Ntuj);

- Columbus Day (the second Monday in October), **even though the appellate courts are open on Columbus Day;**
Columbus Hnub (Hnub Monday thib ob hauv lub Kaum Hli Ntuj), **txawm tias Cov Tsev Hais Plaub Txiav Txim Dua yeej qhib rau Columbus Hnub;**
- Veterans' Day (November 11);
Qub Tub Rog Hnub (Kaum Ib Hlis Tim 11);
- Thanksgiving Day (the fourth Thursday in November);
Hnub Ua Tsaug (Hnub Thursday thib plaub hauv Kaum Ib Hlis Ntuj);
- The Friday after Thanksgiving; and
Hnub Friday tom qab Hnub Ua Tsaug; thiab
- Christmas Day (December 25).
Hnub Yug Yesxus (Kaum Ob Hlis Tim 25).

The deadline for starting my appeal is/ Hnub kawg pib txoj kev txiav txim dua rau koj
yog _____

On or before the deadline you calculated in this step, the ***Notice of Appeal*** for your appeal 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).

Ua ntej los yog hnub kawg uas koj ntsuas tau ntawm kauj ruam no ***Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua*** yuav tsum muab **zwm** nrog Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua thiab muab **xa** rau tag nrho cov neeg teb plaub foob (cov kauj ruam 2-5 muaj cov lus qhia zwm thiab xa cov ntaub ntawv).

Note: The Court of Appeals *cannot* extend the deadline to appeal. If you do not file and serve your *Notice of Appeal* by the deadline, your appeal will be dismissed.

Faj seeb: Lub Tsev Hais Plaub Cov Kev Txiav Txim Dua *ncua tsis* tau hnub kawg rau kev txiav txim dua. Yog koj tsis zwm thiab xa koj *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua* thaum txog hnub kawg ces yuav muab koj txoj kev thov txiav txim dua tshem tawm.

Step 2: Fill out the *Notice of Appeal* and *Statement of the Case*
Kauj Ruam 2: Teb rau *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim*
Dua thiab Nqe Lus Teev Rooj Plaub

- Fill out the *Notice of Appeal*. The *Notice of Appeal* is the document that tells the court of appeals and the other parties to your case (called the “respondent” or “respondents”) that you want to appeal. A *Notice of Appeal* form is attached to this packet.

Teb rau *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua*. *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua* yog ib daim ntawv qhia rau lub tsev hais plaub txog cov kev txiav txim dua thiab lwm cov tog neeg hauv koj rooj plaub (hu ua “neeg teb plaub foob” los yog “cov neeg teb plaub foob”) uas koj xav thov kev txiav txim dua txog. Muaj *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua* rhais nrog pob ntawv no.

- Fill out the *Statement of the Case*. The *Statement of the Case* is a document with a number of questions about your appeal to **briefly** summarize your case and the reasons you think the decision was incorrect. Your *Statement of the Case* should not contain detailed arguments about why you think the decision is incorrect. You will make detailed arguments later in your *Brief*. Do not attach any additional documents to your *Statement of the Case*. A *Statement of the Case* form is attached to this packet.

Teb rau *Nqe Lus Teev Rooj Plaub*. *Nqe Lus Teev Rooj Plaub* yog ib daim ntawv nrog cov nqe lus nug txog txoj kev txiav txim dua rau koj kom **piav me ntsis** txog koj rooj plaub thiab cov laj thawj uas koj xav tias txoj kev txiav txim tag tsis yog lawm. Koj *Nqe Lus Teev Rooj Plaub* yuav tsum tsis muaj cov ntsiab lus sib cam txog vim li cas koj xav tias txoj kev txiav txim tsis yog lawm. Koj yuav sau cov lus sib cam ntxaws ntawd rau hauv koj *Qhov Lus Meej* tom qab ntawd. Tsis txhob rhais lwm cov ntaub ntawv ntxiv rau koj *Nqe Lus Teev Rooj Plaub*. Muaj *Nqe Lus Teev Rooj Plaub* rhais nrog pob ntawv no.

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>.

Tej zaum koj yuav tau tshawb fawb txog kev cai ntawm *Nqe Lus Teev Rooj Plaub* ua ntej koj yuav teb tau qee cov nqe lus nug kom tiav. Muaj cov lus qhia teb tsab ntawv no kom ntxaws ntawm <http://mncourts.gov/CourtOfAppeals.aspx#Tab08Resources>.

Question 8 on the *Statement of the Case* asks whether you are requesting oral argument for your appeal, but **oral argument will not be allowed if any party does not have an attorney**.

Nqe lus nug 8 ntawm *Nqe Lus Teev Rooj Plaub* nug seb koj puas thov muaj hais lus sib cam rau txoj kev txiav txim dua rau koj, tiam sis **yuav tsis kheev muaj hais lus sib cam yog tias ib tog neeg twg tsis muaj tus kws lij choj**.

Question 9 on the *Statement of the Case* asks you what type of *brief* you will file in your appeal: a formal brief, an informal brief, or a memorandum of law previously submitted to the district court accompanied by a short letter argument to the Court of Appeals. A *brief* is a document you will write later in the appeal process in which you (a) describe the facts of your case; (b) cite statutes, rules, and caselaw; and (c) explain why the statutes, rules and caselaw you cite cause you to believe that the decision in your case is incorrect. Refer to Step 9 on page 31 for information about the different types of *brief* you may file in your appeal.

Nqe lus nug 9 ntawm *Nqe Lus Teev Rooj Plaub* nug seb hom *lus meej* twg yog hom koj yuav zwm rau txoj kev txiav txim dua rau koj: qhov lus meej raws kev caws cai, lus meej tsis raws kev raws cai, los yog lus txhawb cai uas xa tag los rau lub cheeb tsam tsev hais plaub nrog rau ib tsab ntawv sib cam luv rau lub Tsev Hais Cov Plaub Txiaiv Txim Dua. Qhov *lus meej* yog ib daim ntawd koj sau tom qab rau cov txheej txheem kev txiav txim dua, uas koj (a) piav cov lus tseeb txog koj rooj plaub; (b) qhia cov cai lij choj, cov kev cai thiab rooj plaub txoj cai uas koj ntseeg ias txoj kev txiav txim rau koj rooj plaub tsis yog lawm. Xyuas Kauj Ruam 9 ntawm nplooj 31 kom paub txog cov hom *lus meej* uas koj zwm tau rau txoj kev txiav txim dua rau koj.

Fill in all of the blanks on the forms. If you conclude that a question on the *Statement of the Case* is not applicable to your appeal, put “not applicable” on the relevant portion of the form. If you do not fill out all of the blanks, the Clerk of the Appellate Courts may have to return the form(s) to you, and **this may cause you to miss your deadline to appeal.**

Teb rau tag nrho cov kab tsis muaj dab tsi hauv cov ntawv. Yog koj pom tias ib nqe lus nug twg ntawm *Nqe Lus Teev Rooj Plaub* tsis muaj feem xyuam rau txoj kev txiav txim dua rau koj, sau “not applicable” rau ntu ntawd hauv tsab ntawv. Yog koj tsis teb rau tag nrho cov kab tsis sau dab tsi rau, tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua yuav muab cov ntawv xa rov rau koj thiab **nws yuav ua rau koj thov kev txiav txim dua tsis raws hnuv kawg.**

Step 3: File the *Notice of Appeal and Statement of the Case*
Kauj Ruam 3: Teb rau *Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua*
thiab *Nqe Lus Teev Rooj Plaub*

“Filing” means submitting or delivering documents to the Office of the Clerk of the Appellate Courts. Filing the *Notice of Appeals* is how you tell the Court of Appeals that you are starting an appeal.

“Kev zwm” txhais tau tias muab cov ntaub ntawv xa los yog nqa mus rau lub Chaw Ua Hauj Lwm ntawm Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua. Kev zwm *Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua* yog txoj kev koj qhia rau Lub Tsev Hais Cov Plaub Txiaiv Txim Dua paub tias koj pib txoj kev thov txiav txim dua.

Choose your method of filing (*see* instructions below).

Xaiv koj txoj kev zwm (*xyuas* cov lus qhia nram no).

**General Instructions for “Filing”
Cov Lus Qhia Dog Dig Txog “Kev Zwm” Xaiv koj txoj kev zwm
(xyuas cov lus qhia nram no)**

Parties **without an attorney** may file documents by sending the documents to the Clerk of the Appellate Courts by **U.S. Mail**, addressed to:

Cov tog neeg **tsis muaj kws lij choj** zwm tau cov ntaub ntawv raws kev xa hauv **Teb Chaws Asmeskas Chaw Xa Ntawv** mus rau **tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua**, sau rau:

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

For filing by mail, a document will be considered filed “on time” if it is **deposited in the U.S. Mail** by the deadline, with adequate postage and the correct address. A document deposited in the **U.S. Mail** by the deadline with adequate postage and the correct address **will be filed “on time” even though the Clerk of the Appellate Courts will not receive the document on the day you deposit it in the U.S. Mail.**

Rau txoj kev zwm ntawv raws kev xa, yuav xam tias tsab ntawv zwm “raws sij hawm” yog muab nws **xa hauv Teb Chaws Asmeskas Chaw Xa Ntawv** raws hnub kawg, nrog nqi xa yog thiab chaw nyob yog. Ib tsab ntawv uas muab xa hauv **Teb Chaws Asmeskas Chaw Xa Ntawv** raws hnub kawg nrog nqi xa yog thiab chaw nyob yog **yuav muab zwm “raws sij hawm” txawm tias Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua** tias tau txais tsab ntawv rau hnub uas koj muab xa kiag hauv **Teb Chaws Asmeskas Chaw Xa Ntawv**.

For simplicity, this packet includes only the form and instructions for filing by U.S. Mail. This packet assumes that you are filing by U.S. Mail. There are, however, two other options for filing:

Rau kom yooj yim, pob ntawv no tsuas muaj tsab ntawv thiab cov lus qhia kev zwm hauv Teb Chaws Asmeskas Chaw Xa Ntawv. Pob ntawv no xam tias koj yuav zwm raws Teb Chaws Asmeskas Chaw Xa Ntawv. Tiam sis, muaj ob hom kev zwm ntawv:

- 1) **Hand-delivering** them to the Clerk of the Appellate Courts during business hours (8:00 a.m. to 4:30 p.m. weekdays), or
Raws kev nqa kiag mus rau **Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua** thaum cov sij hawm lag luam qhib (8:00 teev sawv ntxov txog 4:30 tav su, cov hnub ua hauj lwm).

- 2) **Submitting themelectronically** through the appellate courts' e-filing system (the appellate courts' e-filing system is called "E-MACS"). Once you start to use E-MACS to file documents in an appeal, you must continue to do so for the remainder of the appeal – you cannot later choose to file in person or by 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.)**

Raws kev xa hauv tshuab hluav taws xob hauv cov tsev hais plaub txiav txim dua txoj kev zwm ntaub ntawv saum huab cua (cov tsev hais plaub txiav xim dua txoj kev zwm ntaub ntawv saum huab cua yog hu ua "E-MACS"). Thaum twg koj pib zwm ntaub ntawv thov kev txiav txim dua rau ib rooj plaub hauv tshuab hluav taws xob E-MACS, koj yuav tsum zwm hauv tshaub hlawv taws xob mus thawj rooj plaubl – koj hloov tsis tau yav tom ntej mus zwm tim ntsej tim muag los yog zwm hauv chaw xa ntawv. **(Faj seeb: Tag nrho cov kws lij choj yuav tsum tau siv E-MACS thiab zwm tsis tau ntaub ntawv raws kev xa hauv ntawv los yog raws kev nqa mus cev rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua.)**

For information about e-filing and to submit documents electronically, go to the Clerk of the Appellate Courts' webpage (www.mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab05AppellateFiling). For additional instructions on filing, see [Minn. R. Civ. App. P. 125.01](#).

Xav paub txog kev zwm thiab xa ntawv hauv tshuab hluav taws xob, mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua qhov vas sab (www.mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab05AppellateFiling). Xav paub ntxiv txog kev zwm ntawv, *xyuas* [Minn. R. Civ. App. P. 125.01](#).

The Clerk of the Appellate Courts cannot accept filings by fax or email.

Tus Kws Lis Ntaub Ntawv Lub Chaw Hauj Lwm txais tsis tau cov ntawv uas zwm hauv xov tooj los yog hauv chaw sau ntawv email.

- Make two copies of each of the following documents: *Notice of Appeal* and *Statement of the Case*, and the decision(s) you are appealing. Keep one copy of each document for your own records. The other copy is to serve on the respondent (*See* Step 4 for instructions on serving documents). If your appeal involves multiple respondents, you will need to make extra copies to serve one copy of each document on each respondent.

Luam ob tsab ntawm ib daim ntawv twg nram no: ***Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua*** thiab ***Nqe Lus Teev Rooj Plaub***, thiab txoj (cov) kev txiav txim uas koj xav thov kev txiav txim dua txog. Khaws cia ib tsab ntawv lus meej rau koj cov ntaub ntawv teev cia. Muab ib tsab xa mus rau tus neeg teb plaub foob (*Xyuas* Kauj Ruam 4 kom paub cov lus qhia xa ntaub ntawv). Yog koj txoj kev txiav txim dua txuam nrog ntau tus neeg teev plaub foob, koj yuav tau luam ntau tsab kom xa mus txhua cov neeg teb plaub foob ib tug zus.

- File the **original *Notice of Appeal*** and the original ***Statement of the Case***, as well as a copy of the decision(s) you are appealing, with the Clerk of the Appellate Courts by mailing them to the address above.

Zwm tsab tseem ntawm ***Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua*** thiab tsab tseem ntawm ***Nqe Lus Teev Rooj Plaub***, nrog rau luam tsab ntawv txiav txim uas koj thov kev txiav txim dua txog, mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua raws kev xa mus rau qhov chaw nyob saum no.

Step 4: Serve the documents on respondent(s)
Kauj Ruam 4: Xa cov ntawv mus rau tus (cov) neeg teb plaub foob

Any time you submit a document to the Clerk of the Appellate Courts for filing, a copy of that document must also be provided to all other parties to the appeal at or before the time of filing. Providing a copy to the other parties is called “service.”

Txhua lub sij hawm uas koj xa ib tsab ntawv mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua kom zwm, yuav tsum luam ib tsab xa mus rau tag nrho lwm cov tog neeg hauv txoj kev txiav txim dua thaum lub sij hawm los yog ua ntej lub sij hawm zwm. Kev luam ntawv rau lwm cov tog neeg yog hu ua “kev xa.”

Important: You must file the *Notice of Appeal* and serve it on the respondent(s) by the deadline you calculated in Step 1, or your appeal will be dismissed.

Tseem ceeb: Koj yuav tsum zwm *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua* thiab muab nws xa rau tus (cov) neeg teb plaub foob ua ntej hnuv kawg uas koj ntsuas muaj ntawm Kauj Ruam 1, tsis li ces koj txoj kev thov txiav txim dua yuav raug muab tshem tawm.

- Choose your method of service (*see* instructions below). For **each party** on whom who you need to serve documents, follow these steps to decide how to serve **that party**:
Xaiv koj txoj kev zwm (*xyuas* cov lus qhia nram no). Rau **ib tog neeg** uas koj yuav tau xa cov ntaub ntawv rau, ua raws cov kauj ruam kom txiav txim tau txoj kev xa rau **tog neeg ntawd**:

**General Instructions for “Service”/Raws Ncua Dav Cov Ncauj Lus Qhia rau
“Kev Pab Cuam”**

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.

Yog ib tog neeg muaj tus kws lij choj, koj yuav tsum xa mus rau tus kws lij choj, tsis yog tog neeg ntawd. Yog tias ib tog neeg tsis muaj tus kws lij choj, yuav tsum xa ncaj qha rau tog neeg ntawd.

Did you file your *Notice of Appeal* and *Statement of the Case* electronically using EMACS **AND** is the person you are serving registered for electronic service in E-MACS?

Koj puas tau xa *Daim Ntawv Ceeb Toom Thov Kom Rov Qab Txiaiv Txim Dua* thiab *Lus Qhia Txog Rooj Plaub* hauv es lev taus niv uas siv EMACS **THIAB** yog tus neeg koj pab cuam rau tau tso npe siv kev pab cuam hauv es lev taus niv nyob hauv E-MACS?

If you answered **YES** to both questions above, then you may serve that person electronically using E-MACS.

Yog koj teb tias **YOG** rau ob nqe lus nug saum toj no, ces koj yuav tau pab cuam rau tus neeg ntawd hauv es lev taus niv uas siv E-MACS.

If you answered **NO** to either question above, then you filed your documents by hand delivery or by U.S. Mail and therefore you must choose one of the options below for service:

Yog koj teb tias **TSIS YOG** rau ob nqe lus nug saum toj no nqe twg los xij, ces koj xa tau koj cov ntaub ntawv kiag ntawm tus kheej los sis Kev Xa Ntawv Hauv Teb Chaws Meskas thiab tag ntawd koj yuav tsum xaiv ib txoj hauv kev hauv qab no rau qhov kev pab cuam:

(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.

Los ntawm kev xa ntawv: Muab cov ntawv sau chaw nyob yog xa hauv Teb Chaws Asmeskas Chaw Xa Ntawv, nrog qhov nqi xa yog rau thawj qib. Koj mus xa tau cov ntawv koj tus kheej.

(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.**

Raws tim ntsej tim muag (“nqa mus cev”): Muaj lwm tus neeg nqa tsab ntawv mus cev. Tus neeg uas nqa daim ntawv mus cev kiag yuav tsum muaj hnuv nyooog 18 xyoo los yog laus dua thiab tsis yog tog neeg thov kev txiaiv txim dua. **Koj nqa tsis tau mus cev rau tog neeg ntawd koj tus kheej.**

(3) If the recipient consents to another method of delivery, such as email or fax, you could also use that method for service. For additional instructions on service, see [Minn. R. Civ. App. P. 125.02 and 125.03](#).

Yog tus neeg txais tso cai rau lwm hom kev xa, xws li xa hauv email los yog hauv xov tooj, koj siv tau hom kev xa ntawv. Xav paub ntxiv txog cov kev xa ntawv,

For simplicity, this packet only includes forms related to service by mail. 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](#).

Rau kom yooj yim, pob ntawv no tsuas muaj cov ntawv uas txuam nrog txoj kev xa hauv chaw xa ntawv. Cov Ntawv Pov Thawj Kev Xa hauv pob ntawv no yuav tsum tau muab kho kom haum yog tias koj xaiv xa ntaub ntawv raws kev nqa mus cev los yog lwm hom kev xa (nrog kev tso cai los ntawm tus neeg txais). Xav paub ntxiv txog cov kev xa ntawv, xyuas [Minn. R. Civ. App. P. 125.02](#).

Serve the respondent with a copy of (1) *Notice of Appeal*, (2) *Statement of the Case*, and (3) a copy of the decision you are appealing.

Luam xa ib tsab (1) *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua*, (2) *Nqe Lus Teev Rooj Plaub*, thiab (3) tsab ntawv txiav txim uas koj thov kev txiav txim dua mus rau ib tug neeg teb plaub foob twg.

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

Fill out and file a *Certificate of Service*

Kauj Ruam 5: Yog tias koj xa cov ntaub ntawv raws chaw xa ntawv los

yog lwm cov kev xa uas tsis yog-E-MACS:

Teb rau thiab zwm *Tsab Ntawv Pov Thawj Kev Xa Ntawv*

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 party or parties to the appeal. This is called “proof of service.” Documents served electronically (via E-MACS) do not require a separate document showing proof of service.

Txhua tsab ntawv uas xa mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua yuav tsum muaj pov thawj tias yeej tau muab tsab ntawv ntawd xa mus rau lwm tog neeg los yog cov tog neeg txog kev txiaiv txim dua. Qhov no yog hu ua “pov thawj kev xa.” Cov ntawv uas muab xa hauv tshuab hluav taws xob (raws E-MACS) tsis tag yuav muaj dua lwm tsab ntawv pov thawj kev xa.

General Instructions for “Proof of Service”

Raws Ncuav Dav ntawm Cov Ncauj Lus Qhia rau “Pov Thawj ntawm Kev Pab Cuam”

Did you serve **all** of your documents on **all** parties electronically using E-MACS?
Koj puas tau xa **txhua** koj cov ntawv mus rau **tag nrho** cov tog neeg hauv tshuab hluav taws xob E-MACS?

If 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 11.

Yog tias yog: Tsis tag muab cov pov thawj ntawm kev pab cuam cais, vim tias tus Lis Ntaub Ntawv ntawm Cov Tsev Hais Plaub Txiaiv Txim Dua yuav tau txais cov pov thawj (los ntawm E-MACS nws tus kheej lawm) tias koj tau pab cuam txhua cov ntaub ntawv hauv es lev taus niv. Hla Kauj Ruam 6 ntawm nplooj 11.

If 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 form showing proof of service.

Yog tias tsis yog: Thaum koj tau pab cuam cov ntaub ntawv kiag ntawm tus kheej, los ntawm kev xa ntawv, los sis lwm txoj hauv kev xa (muaj ntawv tso cai ntawm tus txais), koj yuav tsum muab cais nyias qhia nyias daim foos pov thawj ntawm kev pab cuam.

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.

Feem ntau, pov thawj kev xa (1) yog *Tsab Ntawv Tim Khawv Kev Xa Ntawv* los yog (2) ib *Tsab Ntawv Pov Thawj Kev Xa Ntawv* uas tim khawv kos npe lees pom. Qhov sib

txawv ntawm ***Tsab Ntawv Tim Khawv Kev Xa Ntawv*** thiab ***Tsab Ntawv Pov Thawj Kev Xa Ntawv*** yog tias ***Tsab Ntawv Pov Thawj Kev Xa Ntawv*** tsis tag yuav tau muab kos npe rau ntawm tus tim khawv saib.

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.

Koj zwm tau ib ***Tsab Ntawv Pov Thawj Kev Xa Ntawv*** (los yog ***Tsab Ntawv Tim Khawv Kev Xa Ntawv***) sau qhia ntau tsab ntawv yog koj xa cov ntawv ntawd mus tib hnuv thiab xa rau tib co tog neeg.

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

Xav paub ntxiv txog pov thawj kev xa, mus saib [Minn. R. Civ. App. P. 125.04](#).

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.

Yog tias koj pab cuam tej ntaub ntawv los ntawm kev xa ntawv los sis lwm yam uas tsis yog hauv es lev taus niv, saib cov ntawv txheeb txog hauv qab no nyob rau nplooj ntawv tom ntej los xa pov thawj ntawm kev pab cuam rau cov ntaub ntawv no.

A person who serves documents by mail must complete and sign the form titled *Certificate of Service by Mail*. A *Certificate of Service by Mail* form is included with this packet. Tus neeg uas xa cov ntaub ntawv hauv chaw xa ntawv yuav tsum teb kom tiav thiab kos npe rau tsab ntawv muaj npe hu ua *Ntawv Pov Thawj Kev Xa hauv Chaw Xa Ntawv*. Muaj *Tsab Ntawv Pov Thawj Kev Xa hauv Chaw Xa Ntawv* nrog pob ntawv no.

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

Tsab Ntawv Pov Thawj Kev Xa Ntawv yuav tsum muaj, saum toj rau nram hav:

1. The parties' names and appellate file number (if an appellate file number has not been assigned yet, leave this portion of the form blank);
Cov tog neeg cov npe thiab tus zauv cim ntawv txiav txim dua (yog tsis tau rau tus zauv cim ntawv txiav txim dua, tseg kab ntawm ntu no tsis sau dab tsi rau);
2. County where the *Certificate of Service* form was signed;
Lub cheeb koog uas kos npe rau *Tsab Ntawv Pov Thawj Kev Xa Ntawv*;
3. The name of the person who served the documents;
Tus neeg uas xa cov ntawv lub npe;
4. The titles of the documents that were served (on the *Certificates of Service* included with this packet, the titles of the documents are already filled in);
Cov ntawv npe uas muab xa (ntawm Cov Ntawv Pov Thawj Kev Xa Ntawv nyob rau hauv pob ntawv no, cov ntawv npe uas twb teb rau tag lawm);
5. The date the documents were served;
Hnub uas xa cov ntawv;
6. The names of the parties who were served and the addresses to which the documents were mailed or delivered to those parties;
Cov tog neeg uas yuav txais cov ntawv cov npe thiab cov chaw nyob uas yuav muab cov ntawv xa los yog nqa mus cev rau cov tog neeg ntawd;
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.
Tus neeg xa cov ntawv lub npe kos, hnub kos npe rau tsab ntawv thiab lub cheeb koog thiab lub xeev uas tsab ntawv kos npe nyob rau.

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.

Faj seeb: Koj yuav tau muaj cov *Tsab Ntawv Pov Thawj Kev Xa Ntawv* sib txawv thaum txog cov kauj ruam sib txawv ntawm cov txheej txheem. Tsis txhob teb rau los yog zwm tag nrho cov *Tsab Ntawv Pov Thawj Kev Xa Ntawv* tib zaug.

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

Muab *Tsab Ntawv Pov Thawj Kev Xa Ntawv* uas kos npe rau zwm nrog Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua.

- If you used E-MACS to electronically **file** your *Notice of Appeal* 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 the *Certificate of Service* with any of your other documents into a single PDF or Word document.
Yog tias koj siv E-MACS los **zwm** koj *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua* thiab *Nqe Lus Teev Rooj Plaub*, koj puav leej zwm tau koj *Tsab Ntawv Pov Thawj Kev Xa* huav tshuab hluav taws xob yog siv E-MACS (txawm tias yog twb **xa** koj cov ntawv hauv chaw xa ntawv los yog tim ntsej tim muag lawm). *Tsab Ntawv Pov Thawj Kev Xa Ntawv* yuav tsum yog muab rub ua hom PDF los yog Word – **tsis** txhob sib txuam ua ke *Tsab Ntawv Pov Thawj Kev Xa Ntawv* nrog koj lwm cov ntawv ua ib tsab PDF los yog Word.
- If you filed your *Notice of Appeal* 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.
Yog tias koj zwm koj *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua* thiab *Nqe Lus Teev Rooj Plaub* raws kev nqa mus cev los yog hauv chaw xa ntawv, koj puav leej zwm tau koj *Tsab Ntawv Pov Thawj Kev Xa Ntawv* raws kev nqa mus cev los yog hauv chaw xa ntawv.
- *See* Step 3 for additional instructions on how to file documents.
Xyuas Kauj Ruam 3 kom paub ntxiv cov lus qhia zwm ntawv.

Step 6: Order the transcript if necessary
Kauj Ruam 6: Yuav daim ntawv teev rooj sib hais yog tsim nyog

In addition to the parties' briefs, the "district court record" is the only information that the Court of Appeals considers in an appeal. The district court record includes documents filed in the district court and evidence used in the hearings before the district court judge, or referee, or Child Support Magistrate (CSM).

Ntxiv rau cov tog neeg'cov lus meej, lub "cheeb tsam tsev hais plaub cov ntaub ntawv" tsuas yog tib co ncauj lus uas Lub Tsev Hais Cov Plaub Txiaiv Txim Dua (Court of Appeals) muab los xam hauv txoj kev txiaiv txim dua. Lub cheeb tsam tsev hais plaub cov ntaub ntawv yuav muaj xws li cov zwm rau hauv cheeb tsam tsev hais plaub thiab cov pov thawj tseeb uas siv rau hauv cov rooj sib hais ntawm cheeb tsam tsev hais plaub tus kws phua txim los yog tus neeg hais txim, los yog tus Neeg Txiaiv Txim Txog Kev Yug Noj Yug Haus Rau Me Nyuam (CSM).

The district court record might also include a *transcript* of the hearing(s) before the district court judge, referee, or CSM. A *transcript* is a typed copy of what was said at your hearing by all of the witnesses, parties, and attorneys, as well as by the judge, referee, or CSM. If a hearing was held in your case, you can order a *transcript* of the hearing. A *transcript* is not prepared unless it is requested. If you need a transcript for your appeal, you must order it within 14 days from when you filed the *Notice of Appeal*. [Minn. R. Civ. App. P. 110.02](#).

Lub cheeb tsam tsev hais plaub cov ntaub ntawv yuav puav leej muaj *ntawv teev rooj sib hais* rau (cov) rooj sib hais ntawm cheeb tsam tsev hais plaub tus kws phua txim, neeg hais txim los yog CSM. Daim *ntawv teev rooj sib hais* yog muab tag nrho cov neeg tim khawv, cov tog neeg, thiab cov kws lij choj, nrog rau cov kws phua txim, tus neeg hais txim, los yog tus CSM cov ncauj lus sib hais hauv koj lub rooj sib hais sau rau hauv ntawv. Yog muaj lub rooj sib hais mloog koj rooj plaub, koj muas tau *daim ntawv teev rooj sib hais* ntawm lub rooj sib hais. Yuav tsis cia li npaj *daim ntawv teev rooj sib hais* tshwj tsis yog thov txog. Yog koj xav tau ib daim ntawv teev rooj sib hais rau koj qhov kev txiaiv txim dua, koj yuav tsum thov kom tau ib daim tsis pub dhau 14 hnuv suav txij hnuv koj tau ua *Tsab Ntawv Fab Seeb Txog Kev Txiaiv Txim Dua*. [Minn. R. Civ. App. P. 110.02](#).

There a fee for preparation of a transcript. If you can't afford the transcript preparation fee, you can request that the fee be waived by filing, in the district court, a *Motion to Proceed In Forma Pauperis*. Call court administration at the district court to request instructions for having the district court waive your transcript fees.

Muaj qhov nqi tsub rau kev npaj daim ntawv teev rooj sib hais. Yog koj them tsis taus cov nqi npaj daim ntawv teev rooj sib hais, koj thov tau kom muab zam, yog ua *Ntawv Thov Kev Hais Mus Raws Tus Yam Ntxwv Neeg Txom Nyem* rau hauv cheeb tsam tsev hais plaub. Hu rau chaw lis ntaub ntawv hauv lub cheeb tsam tsev hais plaub mus thov cov lus qhia thov lub cheeb tsam tsev hais plaub zam koj cov nqi ntawv teev rooj sib hais.

- Decide whether you need a transcript of a hearing. If you want the Court of Appeals to consider what was said at a hearing as part of the record in your appeal, you will need a transcript of each hearing you want the Court of Appeals to consider.

Txiav txim seb koj puas yuav tsum muaj daim ntawv teev rooj sib hais. Yog koj xav kom Lub Tsev Hais Cov Plaub Txiav Txim Dua xam txog cov lus sib hais nyob rau hauv lub rooj sib hais ua ib feem ntawm cov ncauj lus zwm cia hauv txoj kev txiav txim dua rau koj, koj yuav tau muaj daim ntawv teev rooj sib hais rau txhua lub rooj sib hais uas koj xav kom Lub Tsev Hais Cov Plaub Txiav Txim Dua muab koj los xav txog.

If you decide you **do NOT** need a transcript for your appeal, skip to Step 7.

Yog koj txiav txim **TSIS YUAV** yuav daim ntawv teev rooj sib hais rau txoj kev txiav txim dua rau koj, hla Kauj Ruam 7.

If you **DO** need a transcript, follow the checklist below.

Yog koj **YUAV** tau daim ntawv teev rooj sib hais, ua raws li cov lus txheeb rau nplooj tom ntej.

- For each hearing you are requesting a transcript of, gather this information:

Rau ib lub rooj sib hais twg uas koj thov daim ntawv teev rooj sib hais rau, sau ua ke cov ncauj lus no:

- (1) District court case file number for your case: _____
Cheeb tsam tsev hais plaub tus zauv cim rau koj rooj plaub:
- (2) Names of the parties/Cov tog neeg cov npe: _____
- (3) Date of the hearing(s)/(Cov) Hnub teem rooj sib hais: _____
- (4) Name of the judge(s), referee(s), or CSM(s) at the hearing(s): _____
(Cov) Kws phua txim, (cov) neeg hais txim, los yog (cov) CSM ntawm lub (cov) rooj sib hais lub npe:

You will need to provide this information when you request the transcript.

Koj yuav tau qhia cov ncauj lus no thaum koj thov daim ntawv teev rooj sib hais.

- Call court administration at the district court where your hearing took place and get instructions on how to request a transcript. You can find contact information for the district court at <http://www.mncourts.gov/Find-Courts.aspx>.

Hu rau chaw lis taub ntawv hauv lub cheeb tsam tsev hais plaub uas koj lub rooj sib hais tshwm sim rau kom tau cov lus qhia thov daim ntawv teev rooj sib hais. YKoj yuav nrhiav tau cov ncauj lus sib cuag tau nrog lub cheeb tsam tsev hais plaub ntawm <http://www.mncourts.gov/Find-Courts.aspx>.

- Follow court administration's instructions to request a transcript.

Ua raws chaw lis ntaub ntawv rau tsev hais plaub cov lus qhia thov daim ntawv teev rooj sib hais.

- Pay the fee for the transcript. After you submit your transcript request, the court reporter will contact you and will provide you with an estimated cost to prepare the transcript and the estimated date when the transcript will be complete. Payment must be made **before** the transcript is prepared. If you are unable to afford the transcript fee, call court administration at the district court and request instructions for having the district court waive your transcript fee.

Them qhov nqi rau daim ntawv teev rooj sib hais. Tom qab koj xa tsab ntawv thov daim ntawv teev rooj sib hais tag, tus neeg teev rooj sib hais plaub yuav hu cuag koj thiab qhia qhov nqi kwv yees tsub rau txoj kev npaj daim ntawv teev rooj sib hais thiab hnuv uas kwv yees yuav npaj daim ntawv teev rooj sib hais tiav. Yuav tsum them nyiaj **ua ntej** yuav npaj daim ntawv teev rooj sib hais. Yog koj them tsis taus tus nqi ntawv teev rooj sib hais, hu rau chaw lis ntaub ntawv hauv lub cheeb tsam tsev hais plaub thiab thov cov lus qhia thov lub cheeb tsam tsev hais plaub zam koj cov nqi ntawv teev rooj sib hais.

- Provide the court reporter with the names and contact information for the other party or parties involved in the appeal, so that the court reporter can provide them with copies of the transcript. **It is the appellant's responsibility to order copies of any transcript being prepared for appeal for all the other parties to the appeal.**

Qhia rau tus neeg teev rooj sib hais plaub cov npe thiab kev sib cuag ntawm lwm tog neeg los yog cov tog neeg txuam rau txoj kev txiav txim dua kom tus neeg teev rooj sib hais plaub npaj daim ntawv teev rooj sib hais luam tau daim ntawv teev rooj sib hais xa mus rau lawv. **Nws yog txoj luag num ntawm tus neeg thov kev txiav txim dua kom luam yuav cov ntawv teev rooj sib hais uas npaj tau rau tag nrho lwm cov tog neeg hauv txoj kev txiav txim dua.**

- The court reporter will fill out a *Certificate as to Transcript*, which you and the court reporter both sign. The *Certificate as to Transcript* lets the Court of Appeals know that you have requested the transcript and will pay the court reporter. See [Minn. R. Civ. App. P. 110.02](#). The *Certificate as to Transcript* must include:

Tus neeg teev rooj sib hais plaub yuav teb rau ***Tsab Ntawv Pov Thawj tam Ntawv Teev Rooj Sib Hais***, uas koj thiab tus neeg teev rooj sib hais plaub ob leeg puav kos npe rau. ***Tsab Ntawv Pov Thawj Tam Ntawv Teev Rooj Sib Hais*** qhia rau Lub Tsev Hais Cov Plaub Txiaiv Txim Dua tias koj tau hais kom muab daim ntawv teev rooj sib hais pab thiab koj yuav them nyiaj rau tus neeg teev rooj sib hais plaub. Xyuas [Minn. R. Civ. App. P. 110.02](#). ***Tsab Ntawv Pov Thawj Tam Ntawv Teev Rooj Sib Hais*** yuav tsum muaj:

- (1) The date you requested the transcript from the court reporter;
Hnuv uas koj hais kom tau daim ntawv teev rooj sib hais ntawm tus neeg teev rooj sib hais plaub;
- (2) An estimated date that the court reporter will complete the transcript, deliver it to the parties, and file it with the district court;
Hnuv uas kwv yees rau tus neeg teev rooj sib hais plaub yuav sau tiav daim ntawv teev

rooj sib hais, xa mus rau cov tog neeg thiab muab zwm nrog lub cheeb tsam tsev hais plaub;

- (3) Your signature (if you are acting as your own attorney); and
Koj lub npe kos (yog koj sawv cev tom koj tus kheej); thiab
- (4) The signature of the court reporter.

Lub npe kos ntawm tus neeg teev rooj sib hais plaub.

- File and serve the ***Certificate as to Transcript*** with the Clerk of the Appellate Courts, or verify that the court reporter plans to file and serve it for you.

Zwm thiab xa ***Tsab Ntawv Pov Thawj Tam Ntawv Teev Rooj Sib Hais*** nrog Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua, los yog qhia meej tias tus neeg teev rooj sib hais plaub npaj yuav zwm thiab xa rau koj.

After the court reporter receives payment, the court reporter will prepare the transcript and provide it to you and the other parties electronically or by U.S. Mail. The court reporter will also file a copy of the transcript in the district court and will file a ***Transcript Delivery Certificate*** with the Clerk of the Appellate Courts verifying that the transcript was filed in district court.

Tom qab sau lus rooj sib hais, tus neeg teev rooj sib hais plaub yuav npaj daim ntawv teev rooj sib hais thiab muab rau koj thiab lwm cov tog neeg raws tshuab hluav taws xob los yog raws kev xa hauv chaw xa ntawv. Tus neeg teev rooj sib hais plaub yuav puav leej zwm daim ntawv teev rooj sib hais rau hauv cheeb tsam tsev hais plaub thiab yuav zwm ***Tsab Ntawv Pov Thawj Kev Xa Daim Ntawv Teev Rooj Sib Hais*** rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua kom qhia tseeb tias daim ntawv teev rooj sib hais yeej muab zwm rau hauv cheeb tsam tsev hais plaub.

Step 7: Family Law Appellate Mediation
Kauj Ruam 7: Kev Rov Kho Kom Haum Xeeb Rau Tsev Neeg Cai

All family law appeals are reviewed for whether they are appropriate for Family Law Appellate Mediation. Unless the court decides your appeal is inappropriate for mediation (for example, if your relationship with a respondent involved domestic abuse), the Court of Appeals will issue an **Order** “staying” your appeal (putting your appeal temporarily on hold) and referring your appeal to the Family Law Appellate Mediation program. If your appeal is referred to the Family Law Appellate Mediation program, you will receive a packet containing three documents:

Tag nrho cov ntawv thov kev txiav txim dua txog kev cai rau tsev neeg yuav muab tshab xyuas seb puas tsim nyog rau Kev Rov Kho Kom Haum Xeeb Rau Tsev Neeg Cai (Family Law Appellate Mediation). Tshwj tsis yog lub tsev hais plaub yeej txiav txim tias koj txoj kev thov txiav txim dua tsis haum rau kev kho kom xeeb (piv txwv, koj txoj kev sib raug zoo nrog tus neeg teev plaub foob txuam muaj kev sib ceg sib ntaus tsim txom), Lub Tsev Hais Cov Plaub Txiaiv Txim Dua yuav tso tawm **Lus Txib** “kev tuav tseg” koj txoj kev thov txiav txim dua (tuav tseg koj txoj kev thov txiav txim dua ib ntus) thiab muab koj txoj kev thov txiav txim dua xa mus rau txoj kev pab Kev Rov Kho Kom Haum Xeeb Rau Tsev Neeg Cai. Yog tias muab koj txoj kev thov txiav txim dua xa mus rau txoj kev pab Kev Rov Kho Kom Haum Xeeb Rau Tsev Neeg Cai, koj yuav tau txais ib pob ntawv muaj peb daim ntawv:

- 1) An **Order** referring your appeal to the Family Law Appellate Mediation program, and staying the processing of your appeal;
 Qhov **Lus Txib** xa koj txoj kev thov txiav txim dua mus rau txoj kev pab Kev Rov Kho Kom Haum Xeeb Rau Tsev Neeg Cai, thiab tuav tsev cov txheej txheem kev txiav txim dua rau koj;
- 2) A **Confidential Information Form**; and
Tsab Ntawv Teev Ncauj Lus Ntiag Tug (Confidential Information Form); thiab
- 3) **Confidential Mediator Selection Form** from the Family Law Appellate Mediation coordinator.
Tsab Ntawv Xaiv Kws Kho Kev Haum Xeeb (Confidential Mediator Selection Form) los ntawm tus tswj Kev Rov Kho Kom Haum Xeeb Rau Tsev Neeg Cai.

After you receive this packet/Tom qab koj txais tau pob ntawv no:

- Fill out **Confidential Mediator Selection Form** by ranking the mediators from the one you prefer most to the one you prefer least.
 Teb rau **Tsab Ntawv Xaiv Kws Kho Kev Haum Xeeb** los ntawm txoj kev teeb cov kws Kho Kev Haum Xeeb raws tus koj nyiam ntau tshaj mus rau tus koj nyiam tsawg tshaj.
- Fill out the **Confidential Information Form** (on this form, you will have the opportunity to indicate whether you believe your appeal is inappropriate for mediation).
 Teb rau **Tsab Ntawv Teev Ncauj Lus Ntiag Tug** (ntawm tsab ntawv no, koj yuav muaj caij qhia tias koj ntseeg tias koj txoj kev thov txiav txim dua tsis tsim nyog mus rau kev kho kom haum xeeb).

- Mail, email, or fax the two forms to the address listed on the forms. **Do not e-file these forms. These forms are confidential and, whether or not your appeal settles in mediation, these forms will *not* be filed in your appellate file.**

Xa hauv ntawv, hauv chaw sau ntawv email, los yog hauv xov tooj ob tsab ntawv mus rau qhov chaw nyob teev muaj ntawm cov ntawv. **Tsis txhob muab cov ntawv no zwm hauv tshuab hluav taws xob. Cov ntawv no yuav ceev zoo cia thiab, txawm kho haum xeeb rau koj txoj kev txiav txim dua los sis tsis kho tau, cov ntawv no yuav tsis muab zwm nrog koj cov ntaub ntawv thov kev txiav txim dua.**

- Work with the program coordinator to schedule the date and time of the pre-mediation conference call with the mediator. This call is between the parties and the mediator. During this call, you will discuss the issues on appeal, any special needs required for the mediation session, location of mediation, what to expect during mediation, and schedule the actual mediation date.

Ua hauj lwm nrog tus thawj tswj txoj kev pab kom teem tau hnuv thiab sij hawm sib tham nrog tus kws kho kev haum xeeb ua ntej yuav muaj kev kho haum xeeb. Txoj kev sib tham no yog ntawm cov tog neeg thiab tus kws kho haum xeeb. Thaum lub sij hawm sib tham no, koj yuav sib tham tau txog cov teeb meem ntawm txoj kev thov txiav txim dua, tej yam kev tshwj xeeb uas yuav tau muaj rau lub sij hawm kho kev haum xeeb, qhov chaw yuav muaj kho kev haum xeeb, yam yuav tshwm sim hauv kev kho kom haum xeeb, thiab teem hnuv yuav muaj kiag kev kho kom haum xeeb.

- Attend mediation and pay the mediator.

Mus koom kev kho kom haum xeeb thiab them nyiaj rau tus kws kho kev haum xeeb.

After mediation, your mediator will report the outcome of your mediation to the program coordinator. If you were able to resolve your dispute during mediation, your appeal will end here. The Court of Appeals will issue an **Order** dismissing your appeal. Your mediator can provide instructions for obtaining a district court order stating the agreement that you and respondent(s) reached in mediation.

Tom qab kev sib kho kom haum xeeb, koj tus kws kho kev haum xeeb yuav ceeb toom qhia rau tus thawj tswj txoj kev pab txog txoj kev kho kom haum mus zoo li cas. Yog daws tsis tau koj cov teeb meem hauv txoj kev kho kom haum xeeb, koj txoj kev thov txiav txim dua yuav xaus rau ntawm no. Lub Tsev Hais Cov Plaub Txiaiv Txim Dua yuav tso tawm qhov **Lus Txib** tshem tawm txoj kev txiav txim dua rau koj. Koj tus kws kho kev haum xeeb yuav muab lus qhia rau koj txog kev mus muab cheeb tsam tsev hais plaub cov lus txib teev cov lus pom zoo uas koj thiab tus (cov) neeg teb plaub foob tau muaj los ntawm txoj kev kho kom haum xeeb.

If you were unable to resolve your dispute during mediation, the Court of Appeals will issue an **Order** stating that the stay of your appeal is “dissolved.” The **Order** will likely state the new deadlines for the transcript and/or briefs in your appeal.

Yog tias koj daws tsis tau koj cov teeb meem ntawm txoj kev kho kom haum xeeb, Lub Tsev Hais Cov Plaub Txiaiv Txim Dua yuav tso tawm **qhov Lus Txib** teev tias txoj kev tuav tseg xoj kev txiav txim dua rau koj yog “tsis daws tau.” Qhov **Lus Txib** yuav muaj feem teev cov hnuv

kawg tshiab rau daim ntawv teev rooj sib hais thiab/los yog cov lus meej hauv koj txoj kev thov txiav txim dua.

For more information about appellate mediation, see [FLAM Program Help Topic](#) and [Special Rules of Appellate Procedure for Family Law Appellate Mediation](#).

Xav paub ntxiv txog kev rov kho kom haum xeeb, *mus xyuas* [Txoj Kev Pab FLAM Cov Lus Pab](#) thiab [Cov Cai Tshwj Xeeb txog Txheej Txheem Txiaiv Txim Dua ntawm Kev Rov Kho Kom Haum Xeeb Rau Tsev Neeg Cai](#).

Step 8: Calculate the Deadline for your *Brief*
Kauj Ruam 8: Ntsuas Hnub Kawg rau koj *Qhov Lus Meej*

Your written argument in your appeal is called a “brief.” As the appellant (appealing party), **you must file a *brief*, or your appeal will be dismissed.** See [Minn. R. Civ. App. P. 142.02](#). You are responsible for calculating and keeping track of your own deadlines – court employees cannot do it for you.

Koj cov lus sib cam kom txiav txim dua yog hu ua “qhov lus meej.” Tam tus kws foob plaub ntug (tog neeg thov kev txiav txim dua), **koj yuav tsum muaj *qhov lus meej*, tsis li ces koj txoj kev thov txiav txim dua yuav raug muab tshem tawm.** *Xyuas* [Minn. R. Civ. App. P. 142.02](#). Koj muaj tes luag num ntsuas thiab cwj tseg koj cov hnub kawg – cov neeg ua hauj lwm hauv tsev hais plaub yuav ua tsis tau rau koj.

The deadline for your *brief* depends on whether you requested a transcript and, if you did request a transcript, when it was delivered (See [Minn. R. Civ. App. P. 131.01, subd. 1](#)). If your appeal was referred to Family Law Appellate Mediation, the ***Order*** dissolving the stay of your appeal may set the new deadline for a transcript in your appeal, or the ***Order*** may even set the deadline for your brief.

Hnub kawg rau koj *qhov lus meej* yog nyob ntawm seb koj puas thov daim ntawv teev rooj sib hais (*Xyuas* [Minn. R. Civ. App. P. 131.01, subd. 1](#)). Yog koj txoj kev thov txiav txim dua raug xa mus rau Kev Rov Kho Kom Haum Xeeb Rau Tsev Neeg Cai, qhov ***Lus Txib*** daws tsis tau txoj kev tuav tseg koj txoj kev thov txiav txim dua yuav teeb dua hnub kawg tshiab rau daim ntawv teev rooj sib hais ntawm koj txoj kev thov txiav txim dua, los yog qhov ***Lus Txig*** yuav puav leej teeb tau hnub kawg rau koj qhov lus meej.

**Did you request a transcript for your appeal?
Koj puas tau thov tsab ntawv teev rooj sib
hais rau koj txoj kev thov txiav txim dua?**

If you answered **NO**, then the deadline for filing and serving your *brief* is **30 calendar days** from the date you filed the *Notice of Appeal*.

Yog koj teb tias **TSIS YOG**, ces hnuv kawg rau kev xa thiab kev pab cuam koj qhov *lus piav qhia* yog **30 hnuv raws daim zwj qhia hnuv** txij hnuv tim koj tau xa *Daim Ntawv Ceeb Toom Thov Kom Rov Qab Txiav Txim Dua*.

Date you filed the *Notice of Appeal*: _____.

Hnuv koj zwm *Daim Ntawv Ceeb Toom Thov Kom Rov Qab Txiav Txim Dua*

ADD 30 days (unless *Order* after mediation sets a different deadline)

NTXIV 30 hnuv (tshwj tsis yog *Txib* tom qab qhov kev sib hais daws rooj plaub teeb hnuv kawg sib txawv)

The deadline for my brief is _____.

Hnuv kawg rau kuv qhov lus meej yog.

**Did you request a transcript for your appeal?
Koj puas tau thov tsab ntawv teev rooj sib
hais rau koj txoj kev thov txiav txim dua?**

If you answered **YES**, was the transcript provided to you **electronically** or **by mail**?

Yog tias koj teb tias **YOG**, puas yog daim ntawv teev rooj plaub tau muab rau koj **hauv es lev taus niv los sis los ntawm kev xa ntawv**?

If you received the transcript **ELECTRONICALLY**, then the deadline for filing and serving your *brief* is **30 calendar days** from when you received the transcript, or **30 calendar days + 1 business day** if you received the transcript after 5:00 p.m.

Yog tias koj tau txais daim ntawv teev rooj plaub **HAUV ES LEV TAUS NIV**, ces hnuv kawg rau kev xa thiab kev pab cuam koj qhov *lus piav qhia* yog **30 hnuv raws daim zwj qhia hnuv** txij thaum koj tau txais daim ntawv teev rooj plaub, los sis **30 hnuv raws daim zwj qhia hnuv + 1 hnuv ua hauj lwm** yog tias koj tau txais daim ntawv teev rooj plaub tom qab 5:00 teev tsaus ntuj.

Date and time you received the transcript: _____

Hnuv thiab sij hawm koj txais tau tsab ntawv teev rooj sib hais

If you received the transcript **BY MAIL**, then the deadline for filing and serving your **brief** is **30 calendar days + 3 business days** from when the court reporter mailed the transcript to you.

Yog tias koj tau txais daim ntawv teev rooj plaub **LOS NTAWM KEV XA NTAWV**, ces hnuv kawg rau kev xa thiab kev pab cuam koj qhov **lus piav qhia** yog **30 hnuv raws daim zwj qhia hnuv + 3 hnuv ua hauj lwm** txij thaum lub tsev hais plaub tshaj tawm xa raws kev xa ntawv daim teev rooj plaub rau koj.

Date the transcript was mailed to you (postmark date): _____

Hnuv uas muab tsab ntawv teev rooj sib hais xa tauj rau koj (hnuv ntaus thwj xa)

The deadline for my brief is _____.

Hnuv kawg rau kuv qhov lus meej yog.

Step 9: Prepare your *Brief*/ Kauj Ruam 9: Kev npaj koj *Qhov Lus Meej*

Your *brief* is your opportunity to tell the Court of Appeals why you believe the decision you are appealing is incorrect. Your *brief* must include legal authorities (case citations, statutes, or court rules). All statements of fact must be supported by references to the transcript or other documents in the district court record of your case. You have three options for the format of your *brief*:

Koj *qhov lus meej* yog lub caij rau koj qhia Lub Tsev Hais Cov Plaub Txiaiv Txim Dua tias vim li cas koj thiaj ntseeg tias txoj kev txiaiv txim uas koj thov kom txiaiv txim dua thiaj li tsis yog. Koj *qhov lus meej* yuav tsum muaj cov kev tso cai lij choj (cov teev cim rooj plaub, cov cai lij choj, cov kev cai hauv tsev hais plaub). Tag nrho cov nqe lus tseeb yuav tsum muaj kev txhawb los ntawm cov chiv keeb rau daim ntawv teev rooj sib hais los yog lwm cov ntaub ntawv hauv cheeb tsam tsev hais plaub cov ntaub ntawv teev cia txog koj rooj plaub. Koj muaj peb txoj kev taug rau kev sau koj *qhov lus meej*:

- (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](#).

Qhov Lus Meej Raws Kev Raws Cai: Qhov lus meej raws kev raws cai muaj cov sob teem, nqe lus teev cov teeb meem raws kev cai lij choj, nqe lus teev rooj plaub thiab cov ntsiab lus tseeb, nqe lus sib cam, nqe lus xaus thiab ntaub ntawv rhais txhawb nrog. Mus saib [Minn. R. Civ. App. P. 128.02](#).

- (2) **Informal Brief:** If the court gives permission to file an informal brief, it must include a written argument and addendum. See [Minn. R. Civ. App. P. 128.01, subd. 1](#). To receive permission to file an informal brief, you would need to file a motion requesting permission. See page 36 for more information about motions.

Qhov Lus Meej Tsis Raws Kev Raws Cai: Yog tias lub tsev hais plaub muab kev tso cai los xa qhov lus piav qhia raws cai, nws yuav tsum sau muaj cov ntaub ntawv sib cav thiab daim ntawv txhab ntiv tom kawg. Mus saib [Minn. R. Civ. App. P. 128.01, subd. 1](#). Kom tau txais kev tso cai xa qhov qhia txog tus kheej raws cai, koj yuav tau xa ntawv thov kev tso cai txav mus los. Saib nplooj thib 36 rau lus qhia ntiv txog ntawm cov txav mus los.

- (3) **Memorandum of Law and Short Letter Argument:** If you submitted a written *Memorandum of Law* during any proceedings generating the ruling you are appealing, you may file that Memorandum as your brief, along with a short letter argument that addresses the decision and an addendum. See [Minn. R. Civ. App. P. 128.01, subd. 2](#). If this is the type of brief you wish to file, you must have selected this option on the *Statement of the Case*.

Daim Ntawv Ceeb Toom txog Kev Tsis Sib Haum Xeeb Raws Cai Lij Choj thiab Daim Ntawv Sau Luv Txog Kev Tsis Sib Haum Xeeb: Yog koj xa *Daim Ntawv Ceeb Toom txog Kev Tsis Sib Haum Xeeb Raws Cai Lij Choj* thaum cov txheej txem sib hais tsim muaj cov kev txiaiv txim uas koj thov kom txiaiv txim dua, koj yuav xa tau *Daim Ntawv Ceeb Toom* raws li koj piav qhia, raws li daim ntawv ceeb toom luv piav qhia txog qhov

kev txiav txim siab thiab daim ntawv txhab ntxiv tom kawg. Mus saib [Minn. R. Civ. App. P. 128.01, subd. 2](#). Yog tias hom lus piav qhia meej no yog hom koj xav zwm, koj yuav tsum tau xaiv qhov no ntawm ***Lus Qhia Txog Rooj Plaub***.

- Choose the format for your ***brief*** (formal, informal with permission from the court, or memorandum of law with short letter argument).
Xaiv hom ***lus meej*** (raws kev raws cai, tsis raws kev raws cai nrog ib tsab ntawv tso cai los ntawm lub tsev hais plaub, los yog lus txhawb cai nrog tsab ntawv sib cam luv).
- 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>).
Sau koj ***qhov lus meej***. Xeev Minnesota Tsev Qiv Ntawv Lij Choj qhov vas sab muaj cov ncauj lus pab qhia sau cov lus meej thiab cov qauv lus meej uas koj nyeem tau (<http://mncourts.libguides.com/appeals/briefs>).
- Prepare the addendum to your ***brief***. No matter what type of brief you file, the appellant’s brief **must** include an addendum (respondents **may** include an addendum with their brief, but the addendum is **required** for appellant’s brief). The requirements for your addendum are listed in [Minn. R. Civ. App. P. 130.02](#).
Kev npaj cov ntawv rhais txhawb nrog koj ***qhov lus meej***. Tsis hais hom lus meej twg koj zwm, tus neeg thov txiav txim dua qhov lus meej **yuav tsum** muaj cov ntaub ntawv rhais txhawb nrog (cov neeg teb plaub foob **yuav** muaj tau daim ntawv rhais txhawb nrog lawv qhov lus meej, tiam sis daim ntawv rhais txhawb nrog tsis **tag yuav muaj** nrog tus neeg thov kev txiav txim dua qhov lus meej). Cov yuav tsum muaj nyob rau hauv koj cov ntaub ntawv rhais txhawb nrog teev muaj rau ntawm [Minn. R. Civ. App. P. 130.02](#).
- One **required part** of your addendum is a copy of the decision you are appealing, even if you submitted a copy of that decision in the beginning of the appeal. **If the addendum to your brief does not include a copy of the decision you are appealing, the Clerk of the Appellate Courts will reject the entire brief.**
Ib feem ntaub ntawv rhais txhawb nrog **yuav tau muaj** yog luam tsab ntawv txiav txim uas koj thov kev txiav txim dua rau, txawm tias koj twb luam ib tsab ntawv txiav txim xa thaum pib thov kev txiav txim dua lawm. **Yog tias cov ntaub ntawv rhais txhawb nrog koj cov lus meej tsis muaj tsab ntawv txiav txim uas koj thov kev txiav txim dua txog, Tus Neeg Lis Ntaub Ntawv Kev hauv Cov Tsev Hais Plaub Txiaiv Txim Dua yuav tsis kam txais tag nrho cov lus meej.**
 - Your addendum **may** also contain up to 50 additional pages of documents from the record or statutes, rules, cases or other authorities that would be helpful to the court when reading your brief. However, **you cannot include any new evidence that was not presented to the district court judge, the referee, or the CSM.**
Koj cov ntaub ntawv rhais txhawb nrog puav leej **muaj** tau txog 50 nplooj ntawv ntxiv los ntawm cov ntaub ntawv teev cia los yog cov cai lij choj, cov kev cai, los yog lwm cov kws muaj cai uas yuav pab tau lub tsev hais plaub thaum lawv nyeem koj cov lus meej. Tiam sis, **koj muab ntxiv tsis tau cov ntaub ntawv rhais txhawb nrog uas muaj cov pov thawj tseeb tshiab uas tsis tau muab nthuav qhia rau cheeb tsam tsev hais plaub tus kws phua txim, tus neeg hais txim los yog tus CSM.**

Step 10: File and Serve your *Brief*
Kauj Ruam 10: Xa thiab Ua koj qhov *Lus Piav Qhia*

- File your brief with the Clerk of the Appellate Courts (see Step 3 above for instructions on how to file documents).

Xa koj qhov lus piav qhia nrog rau Tus Lis Ntaub Ntawv ntawm Cov Tsev Hais Plaub Txiaiv Txim Dua (saib Kauj Ruam 3 saum toj no rau cov lus qhia hais txog kev xa daim ntawv).

If you have already **e-filed** documents using the appellate courts' E-MACS system, you will e-file your brief, too. During the e-filing process you should e-serve your brief on any parties to your case who have registered for e-filing.

Yog tias koj yeej tau xa cov ntawv **hauv es lev taus niv** lawm mus rau cov tsev hais plaub txiaiv txim dua qhov txheej teg ua hauj lwm E-MACS, ces koj xa tau koj cov lus piav qhia hauv es lev taus niv ib yam thiab. Ncu a sij hawm lis hauj lwm xa hauv es lev taus niv koj tsim nyog muab kev pab cuam piav hauv es lev taus niv nyob rau cov tog neeg uas cuam tshuam koj rooj plaub kom rau npe hauv es lev taus niv.

If you are filing **in person or by mail** (instead of using the appellate courts' E-MACS system), you will need to file a printed hard copy of your brief.

Yog tias koj tab tom xa **kiag ntawm tus kheej los sis los ntawm kev xa ntawv** (dhau ntawm kev siv cov tsev hais plaub txiaiv txim dua qhov txheej teg ua hauj lwm E-MACS), koj yuav tau xa cov ntawv luam tawm ntawm koj cov lus piav qhia.

- If needed, serve paper hard copies of your brief on other parties to your case. There are two situations where you would need to print hard copies of your brief to serve on parties to your case:

Yog tias yuav tau siv, luam tawm cov ntawv ntawm koj qhov lus piav qhia nyob rau lwm tog neeg cuam tshuam koj rooj plaub. Nws muaj ob qho xwm txheej uas koj yuav tau los luam tawm cov ntawv ntawm koj rooj plaub mus rau cov tog neeg cuam tshuam koj rooj plaub:

- 1) If you filed your brief in person or by mail (instead of using the appellate courts' E-MACS system), you will need to serve a hard copy of your brief on all of the other parties to the case. Make enough hard copies of your briefs for all respondents on the case.
Yog tias koj tab tom xa qhov lus piav qhia kiag ntawm tus kheej los sis los ntawm kev xa ntawv (dhau ntawm kev siv cov tsev hais plaub txiaiv txim dua qhov txheej teg ua hauj lwm E-MACS), koj yuav tau xa cov ntawv luam tawm ntawm koj cov lus piav qhia. Ua kom ntseeg tias koj muaj cov ntawv luam tawm txaus txog ntawm cov lus piav qhia rau txhua cov neeg raug foob ntawm rooj plaub.
- 2) If you e-filed your brief using the appellate courts' E-MACS system, but there were any parties who you could not e-serve through E-MACS and they have not agreed to some other form of e-service (such as email), you will need to serve those parties with a hard copy of your brief. Make enough hard copies of your brief for all parties who

could not be e-served.

Yog koj xa koj cov lus piav qhia raws hauv es lev taus niv uas siv cov tsev hais plaub txiav txim dua txheej teg ua hauj lwm E-MACS, tab sis nws muaj cov tog neeg uas koj tsim nyog tsis txhob pab cuam hauv es lev taus niv los ntawm kev siv E-MACS thiab lawv tsis pom zoo rau cov tog neeg muaj daim ntawv luam tawm ntawm koj cov lus piav qhia. Ua kom ntseeg tias muaj cov ntawv luam tawm txaus ntawm koj cov lus piav qhia rau txhua tog neeg tus uas tsis tuaj yeem ua tau hauv es lev taus niv.

- If you needed to serve any hard copies of your brief, the person who served the hard copies of the brief must fill out and sign the form titled *Certificate of Service by Mail of Brief* (see Steps 4 & 5 above for instructions about service and proof of service).

Yog tias koj xav tau kev pab cuam ua cov ntawv luam tawm, tus neeg tau txais kev pab cuam yuav luam cov ntawv txog ntawm qhov lus piav qhia tsim nyog sau thiab kos npe rau daim foos muaj npe ***Pov Thawj ntawm Kev Pab Cuam los ntawm Xa Raws Kev Xa Ntawv ntawm Cov Lus Piav Qhia*** (saib Kauj Rum 4 thiab 5 saum toj no txog ntawm cov lus piav qhia txog ntawm kev pab cuam thiab pov thawj ntawm kev pab cuam).

- If you needed to serve any hard copies of your brief, file the *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).

Yog tias xav tau kev pab cuam luam cov ntawv ntawm koj li lus piav qhia, xa ***Pov Thawj ntawm Kev Pab Cuam los ntawm Xa Raws Kev Xa Ntawv ntawm Cov Lus Piav Qhia*** nrog rau Tus Lis Ntaub Ntawv ntawm Cov Tsev Hais Plaub Txiaiv Txim Dua (saib Kauj Ruam 3 saum toj no rau cov lus qhia hais txog txoj hauv kev xa cov ntawv).

General Information about “Motions”/Ncauj Lus Dog Dig Txog “Cov Kev Thov”

If you cannot serve and file your brief by the deadline, 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 signed, written request is called a “motion.”

Yog koj xa thiab zwm tsis tau koj qhov lus meej ua ntej hnuv kawg, los yog koj xav thov dua lwm yam hauv tsev hais plaub, koj yuav tsum muaj ib tsab ntawv uas koj xa thiab kos npe rau mus thov lub tsev hais plaub txog qhov kev tso pa uas koj xav tau. Txoj kev thov raws kev raws cai no yog hu ua “kev thov.”

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 respondent(s) 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.

Cov lus thov yuav tsum teev txog (1) yam koj xav thov thiab (2) qhov (cov) laj thawj thov txog. Koj yuav tsum muab cov lus thov sau xa mus rau cov neeg teb plaub foob thiab zwm muaj pov thawj kev xa cov lus thov. Cov kev ceev ntawm txoj kev thov muaj nyob rau ntawm [Minn. R. Civ. App. P. 127](#) thiab cov lus qhia meej txog kev thov ncuu sij hawm me ntsis muaj nyob rau ntawm [Minn. R. Civ. App. P. 131.02](#). Yog koj thov ncuu sij hawm rau hnuv kawg, koj cov lus thov yuav tsum muab xa thiab zwm ua ntej hnuv kawg uas koj xav ncuu mus txog.

Reminder: The Court of Appeals *cannot* extend the deadline to serve and file the *Notice of Appeal*.

Qhia kom nco txog: Lub Tsev Hais Cov Plaub Txiaiv Txim Dua *ncuu tsis tau tau hnuv kawg rau kev xa thiab zwm Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua.*

What Happens Next?/Dab Tsi Yuav Tshwm Tom Ntej?

Court of Appeals Receives the District Court Record and Briefs **Lub Tsev Hais Cov Plaub Txiaiv Txim Dua Txais Tau Cov Ntaub Ntawv** **Teev Cia thiab Cov Lus Meej**

The district court sends its record for your case to the Court of Appeals, including any transcript(s) of hearing(s).

Lub cheeb tsam tsev hais plaub xa cov ntaub ntawv teev cia koj rooj plaub mus rau Lub Tsev Hais Cov Plaub Txiaiv Txim Dua, nrog rau daim (cov) ntawv teev rooj sib hais.

The respondent also has the opportunity to submit a brief to the Court of Appeals. A respondent's failure to submit a brief, however, does not mean that the respondent forfeits (or loses) the appeal. Tus neeg teb plaub foob puav leej muaj lub caij nyoog xa qhov lus meej mus rau Lub Tsev Hais Cov Plaub Txiaiv Txim Dua. Tus neeg teb plaub foob txoj kev tsis xa qhov lus meej, tiam sis, tsis yog tus neeg teb plaub foob tso tseg (los yog swb) txoj kev txiaiv txim dua.

If the respondent's brief raises a new topic that your brief did not address, you may (but do not have to) file a reply brief. See [Minn. R. Civ. App. P. 131.01, subd. 3](#). Your reply brief cannot raise new reasons for reversal or issues that were not raised in your brief or the respondent's brief.

Yog tias tus neeg teb plaub foob qhov lus meej teev txog ib yam tshiab uas koj qhov lus meej teev tsis muaj, koj yeej (tiam sis tsis tag) zwm qhov lus meej teb rau. Xyuas [Minn. R. Civ. App. P. 131.01, subd. 3](#). Koj qhov lus meej teb teev tsis tau cov laj thawj tshiab rau txoj kev thim lus los yog cov teeb meem uas tsis xub teev hauv koj qhov lus meej los yog tus neeg teb plaub foob qhov lus meej thaum chiv thawj.

If you choose to file a reply brief, your deadline for filing and serving the reply brief is as follows: Yog koj xaiv zwm qhov lus meej teb, hnuv kawg rau koj zwm thiab xa qhov lus meej teb yog muaj raws li nram no:

- If the respondent's brief was served on you in person or electronically via E-MACS, the deadline for your reply brief is 14 days after the date the respondent's brief was served on you. See [Minn. R. Civ. App. P. 128.02, subd. 2](#); [131.01, subd. 3](#).
Yog tus neeg teb plaub foob qhov lus meej muab xa rau koj tim ntsej tim muag los yog hauv tshuab hluav taws xob E-MACS, hnuv kawg rau koj qhov lus meej teb yog 14 hnuv tom qab hnuv uas tus neeg teb plaub foob qhov lus meej xa tuaj rau koj. Xyuas [Minn. R. Civ. App. P. 128.02, subd. 2](#); [131.01, subd. 3](#).
- If the respondent's brief was served on you by mail, the deadline for your reply brief is 14 calendar days + 3 business days from the date the respondent's brief was mailed to you (not when you received it). Yog tus neeg teb plaub foob qhov lus meej muab xa rau koj raws chaw xa ntawv, hnuv kawg rau koj qhov lus meej teb yog 14 hnuv (calendar) + 3 hnuv cov hnuv ua hauj lwm tom qab hnuv uas tus neeg teb plaub foob qhov lus meej xa tuaj rau koj (tsis yog hnuv koj txais tau).

Oral Argument or Non-Oral Consideration **Hais Lus Sib Cam los yog Kev Xav Tsis Ua Lus Hais**

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 appeal. Tom qab cov tog neeg zwm lawv cov lus meej tag, yuav muab koj cov lus thov kev txiav txim dua cev mus rau ib pab kws phua txim muaj peb tug hauv Lub Tsev Hais Cov Plaub Txiav Txim Dua. Koj yuav tau txais *Tsab ntawv faj seeb* txog hnuv uas pab kws phua txim yuav muaj hais lus sib am los yog kev xav tsis ua lus hais. Tsab ntawv faj seeb no yuav puav leej qhia cov npe ntawm peb tug kws phua txim cov uas raug txib los txiav txim dua rau koj.

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](#).

Yog tias koj tsis muaj tus kws lij choj sawv cev tam koj, Lub Tsev Hais Cov Plaub Txiav Txim Dua yuav tsis kheev muaj hais lus sib cam los ntawm ib tog neeg twg. *Xyuas* [Minn. R. Civ. App. P. 134.01](#).

In deciding your appeal, the Court of Appeals looks at the evidence presented at the hearing(s) before the district court, judge, the referee, or the CSM. **You may not givenew evidence on appeal without first getting permission from the Court of Appeals.** The Court of Appeals generally does not accept new evidence.

Thaum txiav txim dua rau koj, Lub Tsev Hais Cov Plaub Txiav Txim Dua yuav saib cov pov tseeb uas nthuav muaj rau ntawm lub (cov) rooj sib hais ntawm cheeb tsam tsev hais plaub, tus kws phua txim, tus neeg hais txim los yog tus CSM. **Koj yuav muab tsis tau pov thawj tseeb tshiab ntxiv rau txoj kev txiav txim dua tshwj tsis yog koj tau kev tso cai los ntawm Lub Tsev Hais Cov Plaub Txiav Txim Dua.** Feem ntau Lub Tsev Hais Cov Plaub Txiav Txim Dua yuav tsis kam txais cov pov thawj tseeb tshiab.

Opinion is Issued/Tso Tawm Tswv Yim Kev Xav

The Court of Appeals will issue a written decision, called an “opinion,” within 90 days after the date of the oral argument or the non-oral consideration of the appeal. **All appellate court opinions are public and will be available on the Judicial Branch website.**

Lub Tsev Hais Cov Plaub Txiav Txim Dua yuav tso tawm txoj kev txiav txim rau hauv ntawv, hu ua “tswv yim kev xav,” ua ntej 90 hnuv tom qab hais lus sib cam los yog hnuv muaj kev xav tsis ua lus hais. **Lub Tsev Hais Cov Plaub Txiav Txim Dua cov kev xav yog lus qhib rau laj mej pej xeeb pom thiab yuav muaj nyob rau ntawm fab Judicial Branch qhov vas sab.**

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](#).

Yog koj xav thov kev txiav txim dua rau Lub Tsev Hais Cov Plaub Txiav Txim Dua txoj kev txiav txim, koj muaj 30 hnuv tom qab tso tawm tswv yim kev xav kom zwm *tsab ntawv thov kev tshab xyuas mus ntxiv (petition for further review) (PFR)*, uas yog thov Minnesota Qib Tsev Hais Plaub Loj nrog tshab xyuas txog Lub Tsev Hais Cov Plaub Txiav Txim Dua txoj kev txiav txim. *Xyuas* [Minn. R. Civ. App. P. 117](#).

THIS FORM MUST BE COMPLETED IN ENGLISH
DAIM NTAWV NO YUAV TSUM TEB UA LUS ASKIV

**FORM 103A. NOTICE OF APPEAL
(COURT OF APPEALS)
TSAB NTAWV 103A. NTAWV FAJ SEEB TXOG KEV TXIAV TXIM DUA
(TSEV HAIS COV PLAUB TXIAV TXIM DUA)**

STATE OF MINNESOTA
COUNTY OF _____
XEEV MINNESOTA
CHEEB KOOG NTAWM

DISTRICT COURT
JUDICIAL DISTRICT
_____ CHEEB TSAM TSEV HAIS PLAUB
FAB JUDICIAL

CASE TITLE/NPE ROOJ PLAUB:

_____,
Petitioner/Neeg Foob Plaub Ntug

**NOTICE OF APPEAL
TO COURT OF APPEALS
NTAWV FAJ SEEB TXOG KEV TXIAV
TXIM DUA RAU TSEV HAIS COV
PLAUB TXIAV TIM DUA**

vs./thiab

**DISTRICT COURT CASE NUMBER:
CHEEB TSAM TSEV HAIS PLAUB
TUS ZAUV CIM ROOJ PLAUB:**

Respondent/Neeg Teb Plaub Foob

**DATE JUDGMENT ENTERED/ORDER
FILED:
HNUB ZWM KEV PHUA TXIM/LUS
TXIB: _____**

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

- Please take notice that the above-named/Thov faj seeb tias cov muaj npe saum no
- petitioner/neeg foob plaub ntug respondent appeals to the Court of Appeals of the State of Minnesota from/neeg teb plaub foob thov yuav li Lub Tsev Hais Cov Plaub Txiav Txim Dua hauv Xeev Minnesota txoj a judgment/kev phua txim
 - an order, dated as shown as above./cov lus txib, uas teev hnuv tim raws li saum no.

Name of party appealing/Tog neeg thov txiav txim dua npe: _____

Attorney name (if represented): _____

Kws Lij Choj npe (yog tias muaj sawv cev tam):

Address/Chaw nyob: _____

Email address/Chaw sau ntawv Email: _____

Telephone/Xov tooj: _____

Attorney Registration License Number (if applicable): _____

Kws Lij Choj Tus Zauv Zwm Kev Tso Cai (yog tias muaj):

Signature/Kos npe: _____ Dated/Hnub tim: _____

(appellant, or attorney, if represented/neeg thov kev txiav txim
dua, los yog kws lij choj, yog tias muaj sawv cev tam)

(The district court's caption for the case is used on this notice of appeal. Subsequent documents shall use the appropriate appellate court caption. Minnesota Rule of Civil Appellate Procedure P. 103.01, subdivision 1 specifies the contents of the notice of appeal and filings required to perfect an appeal, including filing fees. Rule 103.03 identifies rulings that are appealable. Rule 104.01 and Minnesota Rule of General Practice 378.01 specify the time limits for filing and service of the notice of appeal. Rule 108.01 generally addresses stays pending appeal. This Notice of Appeal must be accompanied by a completed Statement of the Case. Minn. R. Civ. App. P. 133.03.)

(Siv lub cheeb tsam tsev hais plaub cov ntsiab duab rau ntawm tsab ntawv faj seeb txog kev txiav txim dua. Cov ntaub ntawv tom qab ntawd yuav muaj tsev hais plaub txiav txim dua cov ntsiab duab. Cov Cai Hais Txheej Txheem Kev Txiaiv Txim Dua rau Laj Mej Pej Xeem P. 103.01, subdivision 1 teev cov ntsiab lus ntawm tsab ntawv faj seeb txog kev txiav txim dua thiab cov kev zwm kom txoj kev txiav txim dua zoo tshaj plaws, nrog rau cov nqi zwm ntawv. Txoj Cai 103.03 qhia cov kev cai uas txiav txim dua tau. Txoj Cai 104.01 thiab Minnesota Txoj Cai Hais Tshwj Xeeb 378.01 qhia txog cov kev txwv txiav rau cov sij hawm zwm thiab xa tsab ntawv faj seeb txog kev txiav txim dua. Txoj Cai 108.01 feem ntau yog hais kev tuav tseg cov kev txiav txim dua. Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua yuav tsum txuam nrog Nqe Lus Teev Rooj Plaub. Minn. R. Civ. App. P. 133.03.)

STATE OF MINNESOTA
IN THE COURT OF APPEALS

CASE TITLE/NPE ROOJ PLAUB:

(The lines below should match the names in the case title on your district court paperwork.)

(Cov kab nram no yuav tsum phim cov npe ntawm rooj plaub hauv koj lub cheeb tsam tsev hais plaub cov ntaub ntawv.)

STATEMENT OF THE CASE
OF APPELLANT
NQE LUS TEEV ROOJ PLAUB
NTAWM NEEG THOV KEV
TXIAV TXIM DUA

vs./thiab

District Court Case #
Cheeb Tsam Tsev Hais Plaub Tu
Zauv Cim Rooj Plaub #

Appellate Case #
Rooj Plaub Txiaiv Txim Dua Tus
Zauv: A ____ - ____ - ____
(If known/Yog tias paub)

This form is provided for the benefit of self-represented litigants, and conforms to the Statement of the Case form required by Rule 133.03 of the Minnesota Rules of Civil Appellate Procedure and to Form 133, found at the end of the Minnesota Rules of Civil Appellate Procedure. Some questions on this form may require you to complete some basic legal research about your appeal before you can complete them. Instructions for completing this form are available at <https://mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab04Forms>.

Tsab ntawv no yog muab rau cov neeg sawv cev tam tus kheej sib hais plaub, thiab yeej haum raws li tsab Nqe Lus Teev Rooj Plaub uas yuav tsum tau muaj raws Txoj Cai 133.03 hauv Minnesota Cov Cai Hais Txheej Txheem Kev Txiaiv Txim Dua rau Laj Mej Pej Xeem thiab rau Tsab Ntawv 133, uas muaj nyob nram kawg ntawm Minnesota Cov Cai Hais Txheej Txheem Kev Txiaiv Txim Dua rau Laj Mej Pej Xeem. Tej zaum koj yuav tau tshawb fawb txog kev cai lij choj txiaiv txim dua ua ntej koj yuav teb tau qee cov nqe lus nug kom tiav hauv tsab ntawv no. Cov lus qhia teb tsab ntawv no muaj nyob ntawm <https://mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab04Forms>.

1. **District court in which the case originated:** _____
Cheeb tsam tsev hais plaub los yog lub koom haum uas rooj plaub sawv tshwm rau:

Name of presiding judge/Kws phua txim lub npe: _____

2. **Jurisdictional statement:** Appeal from district court.
Nqe Lus Teev Ciaj Ciam: Txiav txim dua los ntawm cheeb tsam tsev hais plaub.

1. Statute, rule, or other authority authorizing appeal (choose all that apply):
Txoj cai lij choj, kev cai, los yog lwm txoj cai tso kev txiav txim dua (xaiv tag nrho cov muaj feem xyuam):
 - Minn. R. Civ. App. P. 103.03(a) Minn. R. Civ. App. P. 103.03(h)
 - Other/Lwm txoj cai: _____
2.
 - i. For appeals from a judgment: Date of entry of judgment: _____
Rau cov kev txiav txim dua ntawm ib txoj kev phua txim: Hnub sau tseg kev phua txim:
 - ii. For appeals from an order/Rau cov kev txiav txim dua ntawm ib qho lus txib:
 - a. Was written notice of filing of the order served?
Puas tau xa tsab ntawv sau faj txog seeb zwm xa lus txib?
___ Yes/Tau ___ No/Tsis tau.
 - b. If written notice of filing of the order was served, by whom was it served by
Yog tias twb xa tsab ntawv sau faj seeb txog kev zwm lus txib lawm,
___ court administrator/neeg lis ntaub ntawv hauv tsev hais plaub
___ a party/ib tog neeg.
 - c. If written notice of filing of the order was served, on what date was it served? _____
Yog tias twb xa tsab ntawv sau faj seeb txog kev zwm lus txib lawm,
uas muab nws xa rau hnub twg?
3. Rule or statute setting time limit for filing notice of appeal (specify applicable rule or statute):
Txoj cai los yog kev cai lij choj rau kev txwv sij hawm zwm tsab ntawv faj seeb txog kev txiav txim dua (qhia tseeb kiag txoj kev cai los yog cai lij choj uas muaj feem xyuam):
 - Minn. R. Gen. Prac. 378.01
(appeals from rulings made in the expedited child support process).
(cov kev txiav txim dua los ntawm cov kev tswj sai hauv txheej txheem kev yug noj yug haus rau me nyuam).
 - Minn. R. Civ. App. P. 104.01, subd. 1.
 - Other/Lwm yam _____
4. Date of filing any motion that tolls the time to appeal: _____
Hnub ua ntawv thov ncuaj sij hawm kev txiav txim dua:
See Minn. R. Civ. App. P. 104, subd. 2 (listing motions that toll the time to appeal).
Xyuas Minn. R. Civ. App. P. 104, subd. 2 (sau cov ntawv thov ncuaj sij hawm kev txiav txim dua).
5. If there was a motion that tolls appeal time:

Yog tias muaj ib yam kev thov kom ncuaj sij hawm kev txiav txim dua:

a. Date of filing of order deciding tolling motion: _____

Hnub zwm tsab ntawv teev lus txiav txim txib txog kev ncuaj sij hawm:

b. Date of service of notice of filing of order deciding tolling motion:

Hnub xa tsab ntawv faj seeb txog kev zwm lus txiav txim txib txog kev ncuaj sij hawm:

Finality of order or judgment/Kev xaus lus txib los yog lus phua txim:

1. Does the judgment or order to be reviewed dispose of all claims by and against all parties, including attorney fees?

Puas tau tshab xyuas cov lus txiav txim los yog lus txib kom pov tseg tau tag nrho cov nuj nqis los ntawm thiab rau tag nrho cov tog neeg, nrog rau cov nqi ntiav kws lij choj? Yes/Tau No/Tsis tau

2. If no, did the district court order entry of a final partial judgment for immediate appeal pursuant to Minn. R. Civ. App. P. 104.01?

Yog tsis tau, lub cheeb tsam tsev hais plaub puas tau muab cov lus phua txim kawg kiag rau ib tog teev tseg kom txiav txim dua tau tam sis raws Minn. R. Civ. App. P. 104.01? Yes/Tau No/Tsis tau

i. If yes, give date that order was filed: _____
Yog tau, qhia hnub zwm cov lus txib:

ii. If no, is the order or judgment appealed from reviewable under an exception to the finality rule?

Yog tsis tau, puas tshab xyuas tau cov lus txib los yog lus txiav txim dua raws li kev cai txiav txim kawg kiag? Yes/Tau No/Tsis tau

If yes, cite the rule, statute, or other authority authorizing appeal _____

Txoj cai lij choj, kev cai los yog lwm txoj cai tso kev txiav txim dua

3. **Type of litigation and any statutes at issue:**

Hom kev hais plaub ntug thiab tej txoj cai lij choj ntawm qhov teeb meem:

4. **Short description of issues raised in the district court or expedited child support process, and how the district court judge or child support magistrate decided those issues:**

Sau qhia me ntsis txog cov teeb meem uas hais hauv cheeb tsam tsev hais plaub los yog cov txheej txheem hais sai txog kev yug noj yug haus rau me nyuam, thiab seb cheeb tsam tsev hais plaub tus kws phua txim los yog kws txiav txim

txog kev yug noj yug haus rau me nyuam txiav txim li cas txog cov teeb meem ntawd:

5. **Short description of issues you are raising in this appeal** (one or two sentences; you may make a more detailed argument in the brief you will file later):

Sau qhia me ntsis txog cov teeb meem uas koj xav hais hauv txoj kev txiav txim dua no (sau ib los yog ob kab lus; koj sau tau lus sib cam ntxaws dua rau hauv qhov lus meej uas koj yuav tau zwm tom qab ntawd): _____

6. **Related appeals/Cov kev txiav txim dua uas zoo xws li:**

- a. List any prior or pending appeals arising from the **same** district court case as this appeal (write appeal numbers, or “none”):

Teev qhia cov kev txiav txim dua dhau los, los sis cov yuav txiav txim dua tom ntej uas tshwm sim los ntawm **tib** rooj hauv lub cheeb tsam tsev hais plaub li txoj kev txiav txim dua no (sau cov zauv cim, los yog sau “none”):

- b. List any pending appeals arising from **different** district court cases that raise issues similar to those to be raised in this appeal (write appeal numbers, or “none known”):

Teev qhia cov yuav txiav txim dua tom ntej uas tshwm sim os ntawm cov rooj plaub **sib txawv** hauv cheeb tsam tsev hais plaub uas tsim muaj cov teeb meem zoo sib xws li txoj kev txiav txim dua no (sau zov zauv cim, los yog sau “none known”):

7. **Contents of record/Cov ntaub ntawv khaws cia:**

- a. Is a transcript necessary to review the issues on appeal?

Puas tsim nyog muaj daim ntawv teev rooj sib hais rau kev tshab xyuas cov teeb meem ntawm txoj kev txiav txim dua?

Yes/Tsim nyog No/Tsis tsim nyog

- b. If yes, is the necessary transcript a *full* transcript of the hearing(s) before the district court judge or child support magistrate, or a *partial* transcript?

Yog tias tsim nyog, ua daim ntawv teev rooj sib hais yog daim *txhij txhua* los yog *ib feem* ntawm lub (cov) rooj sib hais rau lub cheeb tsam tsev hais plaub los yog tus kws txiav txim txog kev yug noj yug haus rau me nyuam?

- Full transcript/Ntawv teev rooj sib hais txhij txhua
 Partial transcript/Ib feem ntawv teev rooj sib hais

c. Has any required transcript already been delivered to the parties and filed with the district court administrator?

Puas tau muab daim ntawv teev rooj sib hais xa rau cov tog neeg thiab zwm rau hauv cheeb tsam tsev hais plaub tus neeg lis ntaub ntawv?

- Yes/Tau No/Tsis tau

d. If any required transcript has not been delivered to the parties and filed with the district court administrator, has it been ordered from the court reporter?

Yog tsis tau xa daim ntawv teev rooj sib hais uas yuav tsum muaj mus rau cov tog neeg thiab tsis tau zwm mus rau hauv cheeb tam tsev hais plaub tus neeg lis ntaub ntawv, puas tau hais mus rau tus neeg teev rooj sib hais plaub kom npaj tuaj?

- Yes/Tau No/Tsis tau

f. If a transcript is unavailable, is a statement of the proceedings under Minnesota Rules of Civil Appellate Procedure 110.03 necessary?

Yog tsis muaj daim ntawv teev rooj sib hais, puas tsim nyog muaj nqe lus teev txog cov txheej txheem sib hais raws li Minnesota Cov Cai Hais Txheej Txheem Kev Txiaiv Txim Dua rau Laj Mej Pej Xeem 110.03?

- Yes/Tsim nyog No/Tsis tsim nyog

h. In lieu of the record as defined in Minnesota Rules of Civil Appellate Procedure 110.01, have the parties agreed to prepare a statement of the record pursuant to Minnesota Rules of Civil Appellate Procedure 110.04?

Kom hloov chaw rau ntaub ntawv teev raws li txhais los ntawm Minnesota Cov Cai Hais Txheej Txheem Kev Txiaiv Txim Dua rau Laj Mej Pej Xeem 110.01, cov tog neeg puas pom zoo los npaj nqe lus teev ntaub ntawv raws li Minnesota Cov Cai Hais Txheej Txheem Kev Txiaiv Txim Dua rau Laj Mej Pej Xeem 110.04?

- Yes/Pom zoo No/Tsis pom zoo

8. **Oral argument/Hais lus sib cam**

a. *If you have an attorney*, is oral argument requested?

Yog tias koj muaj ib tug kws lij choj, puas tau thov kev hais lus sib cam?

- Yes/Tau No/Tsis tau

I do not have an attorney/Kuv tsis muaj ib tug kws lij choj

c. If yes, where is oral argument requested:

Yog tias tau, thov kev hais lus sib cam qhov twg:

- Minnesota Judicial Center in St. Paul
Minnesota Judicial Center hauv St. Paul
- Other/Lwm qhov chaw: _____

9. **Type of brief to be filed** (choose one, the type that you plan to file):

Hom lus meej xav zwm (xaiv ib hom, hom uas koj npaj xav zwm):

- Formal brief under Rule 128.02/Lus meej raws kev raws cai li Txoj Cai 128.02

*(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. * A formal brief must be bound in a specific way, and **cannot just be stapled.**)*

*(Qhov lus meej raws kev raws cai muaj cov sob teem, nqe lus teev cov teeb meem raws kev cai lij choj, nqe lus teev rooj plaub thiab cov ntsiab lus tseeb, nqe lus sib cam, nqe lus xaus thiab ntaub ntawv rhais txhawb nrog. * Qhov lus meej yuav tsum muab khawb raws nws txoj kev, thiab **tsis yog cia li muab tom ua ke xwb.**)*

- Informal brief under Rule 128.01, subd. 1.

Lus meej tsis raws kev raws cai li Txoj Cai 128.01, them nqe lus 1.

*(Before filing an informal brief, you must file a motion requesting permission to do so. An informal brief contains a concise statement of your argument and an addendum. *)*

*(Ua ntej zwm qhov lus meej tsis raws kev raws cai, koj yuav tsum ua tsab ntawv thov kev tso cai zwm. Qhov lus meej tsis raws kev raws cai muaj koj nqe lus sib cam tshab thiab ntaub ntawv rhais txhawb nrog. *)*

- Trial memoranda, supplemented by a short letter argument under Rule 128.01, subd. 2, and an addendum.

Lus txhawb kev sib foob, txhawb nrog ib tsab ntawv sau sib cam luv luv li Txoj Cai 128.01, them nqe lus 2, thiab ntaub ntawv rhais txhawb nrog.

*(If you filed a written Memorandum of Law in the district court or with the child support magistrate, you may file that Memorandum as your brief in this court, along with a short argument in letter format that addresses the decision of the district court judge or the child support magistrate. This must include an addendum. *)*

*(Yog tias koj zwm muaj Lus Txhawb Cai (Memorandum of Law) hauv cheeb tsam tsev hais plaub los yog tus kws txiav txim txog kev yug noj yug haus rau me nyuam, koj zwm tau Lus Txhawb uas koj qhov lus meej, nrog rau ib tsab ntawv sau sib cam luv luv uas hais txog cheeb tsam tus kws phua txim los yog tus kws txiav txim txog kev yug noj yug haus rau me nyuam txoj kev txiav txim. Cov yuav tsum muaj ntaub ntawv rhais txhawb nrog. *)*

** No matter what type of brief an appellant files, the appellant's brief **must** include an addendum. Respondents **may**, but do not have to, include an addendum with their brief. The requirements for an addendum are listed in [Minn. R. Civ. App. P. 130.02](#). In addition to the documents that rule 130.02 **requires** be included in an addendum, an addendum may contain up to 50 additional pages of documents from the record or statutes, rules, cases or other authorities that would be helpful to the court when reading your*

brief. An addendum cannot include new evidence that was not presented to the district court judge or child support magistrate.

** Tsis hais hom lus meej twg uas tus neeg thov kev txiav txim yuav zwm, tus neeg thov kev txiav txim dua qhov lus meej **yuav tsum** muaj ntaub ntawv rhais txhawb nrog. Cov neeg teb plaub foob **yuav ntxiv**, tiam sis tsis tag yuav tsum ntxiv ntaub ntawv rhais txhawb nrog lawv qhov lus meej. Cov yuav tsum muaj nyob rau hauv koj cov ntaub ntawv rhais txhawb nrog teev muaj rau ntawm [Minn. R. Civ. App. P. 130.02](#). Ntxiv rau cov that ntawv uas txoj cai 130.02 **txwv** kom muaj nrog cov ntaub ntawv rhais txhawb nrog, cov ntaub ntawv rhais txhawb nrog puav leej muaj tau txog 50 nplooj ntawv ntxiv los ntawm cov ntaub ntawv teev cia los yog cov cai lij choj, cov kev cai, los yog lwm cov kws muaj cai uas yuav pab tau lub tsev hais plaub thaum lawv nyeem koj cov lus meej. **Cov ntaub ntawv rhais txhawb nrog yog tsis tau tej pov thawj tseeb tshiab uas tsis tau muab nthuav qhia rau cheeb tsam tsev hais plaub tus kws phua txim los yog tus kws txiav txim txog kev yug noj yug haus rau me nyuam.***

10. Names, addresses, and telephone numbers of appellant and respondents (or attorneys, if any):

Cov npe, chaw nyob, thiab xov tooj rau tus neeg thov kev txiav txim dua thiab cov neeg teb plaub foob (los yog cov kws lij choj, yog muaj):

Appellant or appellant's attorney:

Neeg thov kev txiav txim dua los yog neeg thov kev txiav txim dua tus kws lij choj:

Print name/Sau lub npe: _____

Address/Chaw nyob: _____

Email address/Chaw sau ntawv Email: _____

Telephone/Xov tooj: _____

Signature/Kos npe: _____

Respondent or respondent's attorney:

Neeg teb plaub foob los yog neeg teb plaub foob tus kws lij choj:

Print name/Sau lub npe: _____

Address/Chaw nyob: _____

Email address/Chaw sau ntawv Email: _____

Telephone/Xov tooj: _____

THIS FORM MUST BE COMPLETED IN ENGLISH
DAIM NTAWV NO YUAV TSUM TEB UA LUS ASKIV

STATE OF MINNESOTA
IN THE COURT OF APPEALS
XEEV MINNESOTA
HAUV TSEV HAIS COV PLAUB TXIAV TXIM DUA

CASE TITLE/NPE ROOJ PLAUB:

_____ ,

vs./thiab

COURT OF APPEALS CASE #
TSEV HAIS COV PLAUB TXIAV TXIM
DUA ZAUV # _____

**APPELLANT’S CERTIFICATE OF
SERVICE BY MAIL OF NOTICE OF
APPEAL AND STATEMENT OF THE
CASE**
**NEEG THOV KEV TXIAV TXIM DUA
TSAB NTAWV POV THAWJ XA HAUV
CHAW XA TSAB NTAWV FAJ SEEB
TXOG KEV TXIAV TXIM DUA THIAB
NQE LUS TEEV ROOJ PLAUB**

STATE OF MINNESOTA
COUNTY OF _____
XEEV MINNESOTA
CHEEB KOOG

I/Kuv, _____ (Name/Npe), certify that on/lees meej tias thaum
_____ (Date/Hnub tim), I served the attached **Notice of Appeal** and
Statement of the Case on the following parties by mailing to each of them a copy thereof, enclosed
in an envelope, postage pre-paid, and by depositing the same in the United States Mail, directed to
each party as follows (**List the name and address of each party to whom the documents were
mailed**):/kuv tau xa **Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua, Nqe Lus Teev Rooj
Plaub**, rau cov tog neeg nram no raws kev luam xa mus rau ib tug zus, ntim rau hauv lub hnab
ntawv, xub them nqi xa thawj qib, thiab muab tso rau hauv Teb Chaws Asmeskas Chaw Xa Ntawv,
xa ncaj qha mus rau ib tog neeg twg uas teev raws li nram no (**Sau lub npe thiab chaw nyob
ntawm ib tog neeg twg uas tau xa cov ntawv mus rau**):

1. _____

2. _____

3. _____

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

Kuv plov lus meej raws txoj cai raug lub txim dag tias txhua yam kuv tau teev hauv tsab ntawv no yeej muaj tseeb thiab yog.

(Signature/Kos npe)

(County where certificate was signed/Cheeb koog uas kos npe rau tsab ntawv pov thawj)

(Date of signature/Hnub kos npe)

(State where certificate was signed/Lub xeev uas kos npe rau tsab ntawv pov thawj)

THIS FORM MUST BE COMPLETED IN ENGLISH
DAIM NTAWV NO YUAV TSUM TEB UA LUS ASKIV

STATE OF MINNESOTA
IN THE COURT OF APPEALS
XEEV MINNESOTA
HAUV TSEV HAIS COV PLAUB TXIAV TXIM DUA

CASE TITLE/NPE ROOJ PLAUB:

_____ ,

COURT OF APPEALS CASE #
TSEV HAIS COV PLAUB TXIAV TXIM
DUA ZAUV # _____

vs./thiab

APPELLANT'S CERTIFICATE OF
SERVICE BY MAIL OF BRIEF
NEEG THOV KEV TXIAV TXIM DUA
TSAB NTAWV POV THAWJ XA HAUV
CHAW XA QHOV LUS MEEJ

STATE OF MINNESOTA
COUNTY OF _____
XEEV MINNESOTA
CHEEB KOOG

I/Kuv, _____ (Name/Npe), certify that on/lees meej tias thaum
_____ (Date/Hnub tim), I served the attached **Brief** on the following parties
by mailing to each of them a copy thereof, enclosed in an envelope, postage pre-paid, and by
depositing the same in the United States Mail, directed to each party as follows (**List the name
and address of each party to whom the brief was mailed**):/kuv tau xa **Qhov Lus Meej** rau cov
tog neeg nram no raws kev laum xa mus rau ib tug zus, ntim rau hauv lub hnab ntawv, xub them
nqi xa thawj qib, thiab muab tso rau hauv Teb Chaws Asmeskas Chaw Xa Ntawv, xa ncaj qha mus
rau ib tog neeg raws li nram no (**Sau lub npe thiab chaw nyob ntawm ib tog neeg twg uas tau
xa qhov lus meej mus rau**):

1. _____

2. _____

3. _____

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

Kuv plov lus meej raws txoj cai raug lub txim dag tias txhua yam kuv tau teev hauv tsab ntawv no yeej muaj tseeb thiab yog.

(Signature/Kos npe)

(County where certificate was signed/Cheeb koog uas kos npe rau tsab ntawv pov thawj)

(Date of signature/Hnub kos npe)

(State where certificate was signed/Lub xeev uas kos npe rau tsab ntawv pov thawj)