

Filing an Administrative (Certiorari) Appeal at the Minnesota Court of Appeals Gudbinta Racfaan kadhan ah xukun Maamul (Dib u eegid ah) ood ugudbiso Maxkamada Racfaanada ee Minnesota

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This packet is provided as a general guide to the process of appealing from a final decision by an administrative-law judge, an agency, a government body (other than a court), or certain other decisions that must be appealed by a petition for a writ of certiorari. The appeal must be from a final decision. Certain types of administrative decisions must be appealed to the district court before they can be appealed to the Court of Appeals. The process for appealing to the district court is not covered by this packet.

Buuggaan wuxuu tilmaan guud kaasiinayaa qaabka aad racfaan uga qaadanayso go'aan kama danbaaysta ah oo uu gaaray xaakim sharciga maamulka ah, wakaalad, haayad dawladeed (oo aan maxkamad ahayn), iyo go'aanada kale oo gaar ah kuwaasoo ay qasab tahay in racfaan looga qaato qaabka xukun lagaaray looga racfaan qaato. Racfaanka waa in laga qaataa go'aan kama danbays ah. Noocyo gaar ah oo kamid ah go'aanada maamulka waa in racfaan looga qaataa maxkamada degmada kahor intaan racfaan looga qaadan Maxkamada Racfaanada. Hanaanka racfaanka loogu gudbinaayo maxkamada degmada laguma sharaxaayo buugaan tilmaamaha.

This packet also does not cover unemployment appeals. If you are filing an appeal from an unemployment-benefits decision, please refer to the specific unemployment-appeal instructions and forms, which are available at

<http://www.mncourts.gov/CourtOfAppeals/COAHelpTopics.aspx#tab06COAUnemploymentAppeal>.

Buuggaan sidoo kale kama hadlaayo racfaanada laxariira gunooyinka shaqo la'aanta.

Haddii aad racfaan kagudbinayso go'aan laxariira gunooyinka shaqo la'aanta, fadlan raac tilmaamaha gaarka ah ee racfaan kaqaadashada go'aan dhanka gunooyinka shaqo la'aanta iyo foomamka, kuwaasoo laga heli karo

<http://www.mncourts.gov/CourtOfAppeals/COAHelpTopics.aspx#tab06COAUnemploymentAppeal>.

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

Tilmaamuhu waxay sharaxayaan talaabooyinka aad kubilaabayso racfaanka kadhanka ah racfaanka maamulka (go'aanka xukunka ah) iy sida aad uga jawaabayso su'aalo guud, laakiin maaha tilmaamo buuxa oo sharciga laga bixinaayo.

Please read this entire packet carefully. If you do not understand any of the steps or do not know if these forms are right for your situation, you should speak with an attorney for legal advice. Court employees are able to give general information about court rules and procedures, but they cannot give legal advice.

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

This packet includes/Buuggaan waxaa kujira:

- Step-by-Step Instructions for Filing a Certiorari Appeal
Tilmaamaha Talaabo-talaabada ah ee qaabka aad Ubuuxinayso Racfaan Kadhan ah Go'aan Xukun
- Form: Petition for Writ of Certiorari
Foomka: Racfaanka Go'aanka Kama Danbaysta ah
- Form: Statement of the Case
Foomka: Bayaanka Kiiska
- Form: Writ of Certiorari
Foomka: Dib u eegista xukunka kama Danbaysta ah
- Form: Certificate of Service of the Petition for Writ of Certiorari on the Agency
Foomka: Shahaadada Adeegga Racfaanka Ku aadan Dib U eegista Xukun ay Wakaalad gaartay
- Form: Certificate of Service by Mail of the Petition, Unsigned Writ, Statement of the Case, and Administrative Law Judge or Agency Decision
Foomka: Shahaadada Adeegga ee Lagu Diro Boostada Racfaanka, Xukun aan Lasaxiixin, Bayaanka Kiiska, Xaakimka Sharciga Maamulka ama Go'aanka Wakaalada
- Form: Certificate of Service by Mail of the Issued Writ of Certiorari
Foomka: Shahaadada Adeegga ee Lagu diray Boostada Dib U eegista Xukunka Lasoo saaray
- Form: Certificate of Service by Mail of Brief
Foomka: Shahaadada Adeegga ee Boostada lagu diray ee Dacwada Kooban

For Additional Assistance/Wixii Caawimaad Dheeri ah:

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

Macluumaad dheeri ah oo faaiido muhiim ah, ayna kujiraan tusaalayaasha dacwadaha kooban, waxaa laga helayaa webseetka Maktabada Sharciga ee Gobalka Minnesota oo ah (<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 brief free legal advice about your case from a volunteer attorney or get help filling out forms. The Appeals Self-Help Clinic is on the third Thursday of the month from 1:30-4:30 p.m. It is a walk-in clinic, so no appointments are taken. For more information about the Appeals Self-Help Clinic, call (651) 297-7651.

Maktabada Sharciga Gobalka ayaa sidoo kale qabata Xarunta Caafimaadka ee talo Bixinta Racfaanada (<https://mn.gov/law-library/services/clinics/appealsclinic.jsp>) Halkaa soo aad kahelayso talo sharci oo kooban oo uu kusiinaayo qareen mutadawac ah ama lagaa caawinaayo buuxinta foomamka. Xarunta Caafimaad ee Racfaan Shaqsiga ah lagu Barto waxay furan tahay Khamiista sadexaad ee bisha laga bilaabo 1:30-4:30 p.m. waa xarun caafimaad oo la Iskasoo galo, marka looma baahna inaad balamo qabsato. Wixii macluumaad dheeri ah oo kusaabsan Xarunta Caafimaadka ee Caawimaada Racfaanka, wac (651) 297-7651.

**Important Information about Administrative (Certiorari) Appeals
Macluumaad muhiim ah oo kusaabsan Racfaanka Maamulka
(Xukunka)**

**Certain Decisions Must Be Appealed by a Petition for Writ of Certiorari
Go'aanada Qaarkood waa In Racfaan Looga Qaataa Dacwad Diidmo ah oo
lagu dalbanaayo Dib U eegista Xukunka**

Certain types of final decisions must be appealed by a *petition for writ of certiorari*. Certiorari appeals use different procedures than appeals from district court decisions. The types of decisions that must be appealed by *writ of certiorari* include: (1) decisions following a contested-case hearing under the Administrative Procedures Act (Minnesota Statutes chapter 14), (2) unemployment-benefits decisions, (3) workers' compensation appeals, (4) tax court appeals, and (5) quasi-judicial decisions by a state agency, a local government body, or the University of Minnesota.

Noocyo gaar ah oo laxariira go'aanada kama danbaysta ah waa in racfaan looga qaato ***dacwad lagu dalbanaayo dib u eegista xukunka***. Racfaanada kadhanka ah go'aanada waxay maraan hanaano kaladuwan si kaduwan racfaanada go'aanada ay maxkamadu gaarto. Noocyada go'aanada ay tahay in racfaan looga qaato ***dacwada diidada go'aanka*** waxaa kujira: (1) go'aanada kadhaska dhagaysiga kiis hardan ah oo loomaro Sharciga Hanaanada Maamulka (Xeerarka Minnesota Cutubkiisa 14), (2) go'aanada laxariira gunooyinka shaqo la'aanta, (3) racfaanada magdhawga shaqaalaha, (4) racfaanada maxkamada canshuurta, iyo (5) go'aanada ay gaaraan wakaalada ee aan garsoorka laxariirin, haayada maxaliga ah ee dawlada, Jaamacda Minnesota.

This packet does not cover tax court appeals and workers compensation appeals, which are appealed directly to the Minnesota Supreme Court.

Buugu kama hadlaayo racfaanada maxkamada canshuurta iyo racfaanada magdhawga shaqaalaha, kuwaasoo si toos ah racfaan looga qaato Maxkamada Sare ee Minnesota.

This packet does not cover unemployment appeals. If you are filing an appeal from an unemployment-benefits decision, please refer to the specific unemployment-appeal instructions and forms, which are available at

<http://www.mncourts.gov/CourtOfAppeals/COAHelpTopics.aspx#tab06COAUnemploymentAppeal>.

Buuggaan kama hadlaayo racfaanada laxariira gunooyinka shaqo la'aanta. Haddii aad racfaan kagudbinayso go'aan laxariira gunooyinka shaqo la'aanta, fadlan raac tilmaamaha gaarka ah ee racfaan kaqaadashada go'aan dhanka gunooyinka shaqo la'aanta iyo foomamka, kuwaasoo laga heli karo

<http://www.mncourts.gov/CourtOfAppeals/COAHelpTopics.aspx#tab06COAUnemploymentAppeal>.

Court of Appeals Opinions are Available to the Public

Dookhyada Maxkamada Racfaanada waxaa heli Kara Bulsho waynta

Once your appeal is decided, the Court of Appeals will issue a written decision, called an “opinion,” which will describe your case and the reasons for the court’s decision. **The opinion will be available to the public on the Minnesota Judicial Branch’s website.** After an opinion is filed, it cannot be removed from the Internet. This means that anyone who searches for your name on the Internet may be able to find and read the opinion, which will include information about the reason you were fired.

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

Laws that Apply to your Appeal/Sharciyada Qabanaaya Racfaankaaga

Your appeal is governed by the [Minnesota Rules of Civil Appellate Procedure](#), the [Special Rules of Practice for the Minnesota Court of Appeals](#), and the Minnesota Statutes. [Minnesota Statutes chapter 14](#) and [chapter 606](#) apply specifically to many administrative appeals.

Racfaankaaga waxaa maamulaaya [Sharciyada Minnesota ee Hanaanka Racfaanka Madaniga ah](#), Xeerarka [Gaarka ah ee Shaqada Maxkamada Racfaanada ee Minnesota](#), iyo Qaanuunada Minnesota. [Qaanuunka Minnesota Cutubkiisa 14](#) iyo [cutubka 606](#) ayaa si gaar ah uqabanaaya qaar badan oo racfaanada maamulka ah.

This packet includes simplified instructions, but you should read the rules and statutes yourself for more information. **If you are representing yourself, you are responsible for researching court rules, case law, and statutes that govern your case.**

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

You can find the rules, case law, and statutes at the Minnesota State Law Library (Room G25, Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155, or call 651-297-7651), and at public libraries. You can also find the rules at the Minnesota Judicial Branch website (<http://www.mncourts.gov/About-The-Courts/SupremeCourt/CourtRules.aspx>).

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

Filing Fees/Qarashaadka Buuxinta Racfaanka

In an administrative (certiorari) appeal, the relator (the person filing the appeal) must pay a \$550 filing fee to the Clerk of the Appellate Courts. If you cannot afford your filing fee, you can ask the administrative decision-maker to waive the filing fee for the appeal. An order waiving the filing fee is sometimes referred to as an *order granting permission to proceed “in forma pauperis (IFP).”* See [Minn. R. Civ. App. P. 103.01, subd. 1; 109](#).

Racfaanka maamulka (go'aanka), racfaan qaatuhu (qofka racfaan diraaya) waa inuu dhibaa \$550 oo ah qarashka gudbinta racfaanka uuna siinaayo Karaaniga Maxkamadaha Racfaanka. Haddii aadan iskadhiibi karin qarashkaaga gudbinta racfaanka, waxaad kacodsan kartaa xaakimka gaaray go'aanka maamulka ah inuu kaadhaafo qarashka gudbinta racfaanka. Amar lagu faydaayo qarashka waxaa mararka qaar loo yaqaanaa *amarka fasaxaaya siiwadida racfaanka “in forma pauperis (IFP).”* Kafiiri [Minn. R. Civ. App. P. 103.01, subd. 1; 109](#).

To get an order waiving the filing fee for the appeal, you must request it from the administrative decision-maker. Your request can also ask the administrative decision-maker to waive the cost of preparing a transcript for your appeal. If the decision-maker denies your request to waive the filing fee for the appeal, you may then file a motion with the Court of Appeals to review the decision-maker's denial of your request.

Si aad uhesho amar lagaaga dhaafaayo qarashka gudbinta racfaanka, waxaa qasab ah inaad kacodsato xaakimka qaadanaaya go'aanka maamulka. Codsigaaga waxaad sidoo kale kudalban kartaa in xaakimka go'aaminaaya maamulku kaadhaafo qarashka diyaarinta cadaynta racfaankaaga. Haddii xaakimka go'aanka gaaraaya kuudiido codsigaaga ah in lagaa dhaafo qarashka gudbinta racfaanka, waxaad markaas soo gudbin kartaa soojeedin aad udirto Maxkamada Racfaanada si ay dib u eegis ugu samayso diidmada uu xaakimku diiday codsigaaga.

Contact the administrative decision-maker to ask for instructions to request waiver of your filing fee on appeal. The Minnesota Judicial Branch website provides forms and instructions for requesting waiver of the filing fee in appeals from district court decisions (forms available here: <http://www.mncourts.gov/GetForms.aspx?c=19&p=70>). You may be able to modify these forms to make your fee-waiver request to the administrative decision-maker.

Laxariir xaakimka go'aanka maamulka si aad uga codsato tilmaamaha aad uraacayso codsiga ah in lagaa dhaafo qarashka gudbinta racfaanka. Webseetka Waaxda Garsoorka ee Minnesota ayaa kusiinaaya foomam iyo tilmaamo ku aadan codsashada in lagaa dhaafo lacagta gudbinta racfaanka kadhanka ah xukunka maxkamada degmada (foomamka waxaad kahelaysaa halkaan: <http://www.mncourts.gov/GetForms.aspx?c=19&p=70>). Waxaad awoodi kartaa inaad wax kabadasho foomamkaan si aad ugu gudbiso codsigaaga qarash dhaafida qofka xukunka maamulka gaaraaya.

Important Information about your Appeal Macluumaadka Muhiimka ah ee Kusaabsan Racfaanka

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

The forms in the attached packet are worded in both English and the translated language. But your answers on the form must be provided in English. If you are unable to fill out your forms in English yourself, you will need to arrange for someone to assist you to word your answers in English.

Foomamka kujira baakada lifaaqa kujirta waxay kuqoran yihiin labadaba luuqada Ingiriiska iyo luuqada Soomaaliga. Laakiin jawaabahaaga foomka waa in lagu qoraa Af-Ingiriis. Haddii aadan awoodin inaad buuxiso foomamkaaga adoo kujawaabaaya luuqada Ingiriiska oo aad adigu qortay, waa inaad diyaarsataa qof kaacaawiya qorista jawaabahaaga oo Af-Ingiriis ah.

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

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

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

Step-by-Step Instructions for Filing an Administrative (Certiorari) Appeal

Tilmaamaha Talaabo-talaabada ah ee qaabka aad ugudbinayso Racfaan Kadhan ah Maamulka (Dib u eegista go'aanka)

Step 1: Calculate Your Appeal Deadline

Talaabada 1: Xisaabi Waqtiga Kama danbaysta ah ee Racfaankaaga

The deadline for filing an administrative (certiorari) appeal varies depending on the type of decision being appealed. You may need to research which statute governs the type of decision you seek to appeal:

Waqtiga ucayiman inaad gudbiso racfanka go'aanka maamulka (dib u eegista go'aanka) wuu kaladuwan yahay wuxuuna kuxiran yahay nooca go'aanka aad racfanka kaqaadanayso. Waxaad ubaahan kartaa inaad baaris kusamayso qaanuunka maamula nooca go'aanka aad doonayso inaad racfaanka kaqaadato:

- If you are appealing a decision under Minnesota Statutes chapter 14, your appeal must be filed no more than **30 days after the final decision**. To meet this deadline, you must file and serve your *Petition for Writ of Certiorari* by the date you calculate below. See Steps 2 & 3 for information about the Petition for Writ of Certiorari.

Haddii aad racfaan kaqaadanayso go'aan kujira Qawaaniinta Minnesota Cutubka 14, racfaankaaga waa inaad gudbisaa ugu danbayn **30 kadib marka go'aanka kama danbaysta ah soo baxo**. Si aad ubuuxiso waqtiga ucayiman waa inaad gudbisaa aadna qaybisaa *Racfaanka Go'aanka Kama Danbaysta ah* aadna kugudbiso muddada aad hoos kuxisaabisay. Arag Talaabooyinka 2 iyo 3 si aad uhesho macluumaad laxariira Racfaanka Go'aanka Kama Danbaysta ah.

- If you are appealing a decision under Minnesota Statutes chapter 606, your appeal must be filed no more than **60 days after getting notice of a decision**. To meet this deadline, the signed (“issued”) *Writ of Certiorari* must be served by the date you calculate below. See Step 6 for information about the signed *Writ of Certiorari*.

Haddii aad racfaan kaqaadanayso go'aan kujira Qawaaniinta Minnesota Cutubka 606, racfaankaaga waa inaad gudbisaa ugu danbayn **60 kadib marka go'aanku soo baxo**. Si aadan udhaafin mudadaan cayiman, Racfaanka Go'aanka kama danbaysta ah ee (“lasoo saaray”) *waa in* laqaybiyaa taariikhda aad hoos kuxisaabisay. Arag Talaabada 6 si aad uhesho macluumaad laxariira *Racfaanka Go'aanka Kama Danbaysta ah*.

Determine the statute that governs your appeal, the number of days you have to appeal the decision, and the date that starts the period to appeal: _____

Go'aan kagaar qaanuunka maamula racfaankaaga, tirada maalmaha ay tahay inaad racfaan uga qadato go'aanka, iyo maalinta ay bilaabmayso mudada racfaanku:

General Instructions for Calculating Court of Appeals Deadlines

Tilmaamaha guud ee xisaabinta Waqtiyada ay ku egyihiin Racfaanada Maxkamadu

- Do not count the day of the event that starts the time period (for example, the date the decision was mailed to you). Instead, start counting the next day.
Ha xisaabin maalinta dacwadu dhacayso taasoo kabilaabanta waqtiga (tusaale ahaan, taariikhda go'aanka boostada laguugusoo diray). Taas badalkeed, kabiloow tirinta maalinta xigta.
- Continue counting calendar days. Do not skip weekends or legal holidays. Siiwad tirinta maalmaha kalaandarka. Haka boodin maalmaha dhamaadka asbuuca ama fasaxyada sharciga ah.
- If the last day of the period falls on a Saturday, Sunday, or legal holiday, then the deadline is the next business day. For the purpose of calculating deadlines, legal holidays for the appellate courts are:
Haddii maalinta ugu danbaysa ee muddadu noqoto maalin Sabti ah, Axad ah, ama maalin sharciyan fasax ah, markaas maalinta kama danbaysta ah waxay noqonaysaa maalinta xigta ee shaqada. Sababo laxariira tirinta maalmaha kama danbaysta ah ee dacwada, maalmaha fasaxa u ah maxkamadaha racfaanka ayaa ah:
 - New Year's Day (January 1);
Maalinta Sanadka Cusub (Janaayo 1);
 - Martin Luther King, Jr.'s birthday (the third Monday in January);
Maalinta Dhalashada Martin Luther King, Jr. (Isniinta sadexaad ee bisha Janaayo);
 - Presidents' Day (the third Monday in February);
Maalinta Madaxwaynaha (Isniinta saddexaad ee Feebaraayo);
 - Memorial Day (the last Monday in May);
Maalinta Xuska (Isniinta ugu danbaysa bisha Maajo);
 - Juneteenth (June 19)/Feystada Juneteenth (19kii Juun)
 - Independence Day (July 4);
Maalinta Xornimada (Luuliyo 4);
 - Labor Day (the first Monday in September);
Maalinta Shaqaalaha (Isniinta ugu horaysa bisha Sibteembar);
 - Columbus Day (the second Monday in October), even though the appellate courts are open on Columbus Day;
Maalinta Columbus (Isniinta labaad ee Oktoobar), inkastoo Maxkamadaha Racfaanku furan yihiin Maalinta Columbus;
 - Veterans' Day (November 11);
Maalinta Halyeeyga (Nofeembar 11);
 - Thanksgiving Day (the fourth Thursday in November);
Maalinta Mahad Naqa (Khamiista Afaraad ee Nofeembar);
 - The Friday after Thanksgiving; and
Jamcada Kadanbaysa Maalinta Mahad Naqa; iyo
 - Christmas Day (December 25).
Maalinta Kiristaanka (Diseembar 25).

The deadline for starting my appeal is _____.

Taariikhda Kama danbaysta ah ee bilaabida Racfaankayga ayaa ah

Note: The Court of Appeals cannot extend the deadline for appeal. If you do not meet this deadline, your appeal will be dismissed.

Ogsoonow: Maxkamada Racfaanadu makordhin karto waqtiga kama danbaysta ah ee racfaanka. Haddii aadan buuxin waqtigaan cayiman, racfaankaaga waa ladiidi doonaa.

**Step 2: Fill out the *Petition for Writ of Certiorari*,
Statement of the Case, and *Writ of Certiorari*
and obtain a copy of the decision you are appealing**

Talaabada 2: Gudbi *Racfaanka Go'aanka Kama Danbaysta ah*, *Bayaanka Kiiska*, iyo *Racfaanka Go'aanka Kama Danbaysta ah* soona qaado koobiga go'aanka aad racfaanka kaqaadanayso

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

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

Fill out the *Statement of the Case*, which should *briefly summarize* the reasons you think the decision you are appealing from was incorrect. You do not need to make detailed arguments in the *Statement of the Case*, because you will make detailed arguments later in your *Brief*. Do not attach any additional documents to your *Statement of the Case*.

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

Some questions on the *Statement of the Case* may require you to complete some basic legal research about your appeal before you can complete them. Detailed instructions for completing this form are available at <https://mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab04Forms>.

Su'aalaha qaar oo kujira *Bayaanka Kiiska* waxay kaaga baahan karaan inaad buuxiso qaarna inaad kabaadho sharciga ku saabsan racfaankaaga ka hor inta aadan buuxin. Tilmamaha buuxinta foomkaan oo faahfaahsan waxaa laga heli karaa <https://mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab04Forms>.

Fill out the *Writ of Certiorari* (except for the signature line and date for the Clerk of the Appellate Courts). The *Writ of Certiorari* notifies the respondents that you have filed your appeal and orders the respondents to provide certain records. The Clerk of the Appellate Courts will sign the *Writ of Certiorari* after you file it and will return it to you (see step 7 for

more information about the signed *Writ of Certiorari*).

Gudbi ***Racfaanka Go'aanka kama danbaysta ah*** (marka laga reebo laynka saxiixa iyo taariikhda oo uu buuxinaayo Karaaniga Maxkamadaha Racfaanka). ***Racfaanka Dib u eegista xukunka kama Danbaysta ah*** wuxuu usheegayaa eedaysanayaasha inaad racfaan kaqaadatay xukunka amarna kusiinaaya eedaysanayaasha inay keenaan dukumiintiyada qaarkood. Karaaniga Maxkamadaha Racfaanka ayaa saxiixaaya ***Dib u eegista xukunka kama Danbaysta ah*** kadib markaad gudbiso kadibna kuusoo celinaya (kafiiri Talaabada 7 wixii macluumaad dheeri ah oo kusaabsan ***Dib u eegista xukunka kama Danbaysta ah oo lasaxiixay***).

The party who files the appeal is called the “relator.” The other parties are called the “respondents.” Dhinaca gudbinaaya racfaanka waxaa loogu yeeraa “dacwoode.” Dhinacyada kale waxaa loogu yeeraa “edaysanayaal.”

Fill in all of the blanks on the forms (except for the signature line and date for the Clerk of the Appellate Courts). If you do not fill out all of the blanks, the Clerk of the Appellate Courts may have to return the forms to you, and it may cause you to miss your deadline to appeal.

Buuxi meelaha banaan ee foomamka (marka laga reebo laynka saxiixa iyo taariikhda oo uu buuxinaayo Karaaniga Maxkamadaha Racfaanka). Haddii aadan buuxin dhamaan meelaha banaan, Karaaniga Maxkamadaha Racfaanka ayaa kuguso celin kara foomka, waxayna qasbaysaa inaad haleeli waydo waqtigii udagsanaa in racfaankaaga laqaado.

- Obtain a copy of the decision you are appealing. If you do not have a copy of the decision, you can contact the agency or government body that made the decision, and request an additional copy. You will need to file a copy of the decision along with your ***Petition for Writ of Certiorari***. [Minn. R. Civ. App. P. 115.03](#), subd. 1.

Soo qaado koobiga go'aanka aad racfaanka kaqaadanayso. Haddii aadan haysan koobiga go'aanka, waxaad laxariiri kartaa wakaalada ama haayada dawlada ee gaartay go'aanka, kadibna waxaad codsan kartaa koobi dheeraad ah. Waxaad u baahan doontaa inaad fayl garaysato nuqul go'aanka oo ay weheliso Codsigaaga Qoritaanka Certiorari. [Minn. R. Civ. App. P. 115.03](#), subd. 1.

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

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

“Buuxintu” waxay kadhigan tahay gudbinta ama gaynta dukumiintiyada aad ugayso Xafiiska Karaaniga Maxkamadaha Racfaanka. Gudbinta *Racfaanka Go'aanka Kama Danbaysta ah* waa qaabka aad ugu sheegto Maxkamadaha Racfaanka inaad bilaabayso racfaan qaadasho.

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

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

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

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

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

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

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

(3) By **submitting them electronically** through the appellate courts' e-filing system, E-MACS. Parties who do not have an attorney are not required to use E-MACS, but they are allowed to do so. But, once you choose to file in E-MACS, you must continue using it for filing. You may not go back to filing by hand-delivery or mail. **(Note: All attorneys are required to use E-MACS and cannot file documents by mail or by hand-delivery to the Clerk of the Appellate Courts.)**

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

For information about electronic filing and to submit documents electronically, go to the Clerk of the Appellate Courts' webpage (www.mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab05AppellateFiling). For additional instructions on filing, see [Minn. R. Civ. App. P. 125.01](#). **The Clerk's Office cannot accept filings by fax or email.**

Si aad macluumaad uga hesho buuxinta dacwad si oonleen ah iyo gudbinta dukumiintiyada si oonleen ah, booqo webseetka Karaaniga Maxkamadaha Racfaanka oo ah (www.mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab05AppellateFiling). Wixii tilmaamo dheeri ah oo laxariira gudbinta, kafiiri [Minn. R. Civ. App. P. 125.01](#). **Xafiiska Karaanigu ma aqbali karo dacwad lagusoo diray fakiska ama iimeelka.**

If you are filing your documents by hand-delivery or by mail, make a copy for yourself, a copy for each of the respondents, and a copy for the agency decision-maker, of each of the following documents: (1) *Petition for Writ of Certiorari*, (2) *Statement of the Case*, (3) *Writ of Certiorari*, and (4) a copy of the decision you are appealing.

Haddii aad kugudbinayso dukumiintiyada si toos ah ama aad boostada kudirayso, koobi naftaada uga baxso, hal koobina udir eedaysanayaasha midkasta oo kamid ah, hal koobina udir wakaalada go'anka gaartay, midkasta oo kamid ah dukumiintiyada soosocda: (1) ***Racfaanka Go'aanka Kama Danbaysta ah***, (2) ***Bayaanka Kiiska***, iyo (3) ***Racfaanka Go'aanka Kama Danbaysta ah*** soona (4) qaado koobiga go'aanka aad racfaanka kaqaadanayso.

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

Hayso hal koobi dukumiinti kasta oo kamid ah diiwaanadaada una gudbi nuqulka orijinaalka ah ee dukumiinti kasta Karaaniga Maxkamadaha, ama si elektaroonig ah kugudbi.

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

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

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

You must also file proof that you have served the document (“proof of service”) with the Clerk of the Appellate Courts. Instructions for proof of service are at Step 5.

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

Important: If you are appealing a decision under Minnesota Statutes chapter 14, you must file the *Petition for Writ of Certiorari* and serve it on the respondents by the deadline you calculated in Step 1, or your appeal will be dismissed. Minn. Stat. § 14.64 also requires you to serve a copy of the *Petition for Writ of Certiorari* on the agency.

Arin muhiim ah: Haddii aad racfaan kaqaadanayso go'aan sida kucad Qawaaniinta Minnesota Cutubka 14, waxaa qasab ah inaad gudbisa *Racfaanka Go'aanka Kama Danbaysta ah* aadna udirtaa eedaysanayaasha marka lagaaro xiliga aad kuxisaabisay Talaabada 1, ama racfaankaaga waa ladiidayaa. Minn. Stat. § 14.64 ayaa sidoo kale kaadoonaaya inaad koobiga *Racfaanka Go'aanka Kama Danbaysta ah* siiso wakaalada.

If you are appealing a decision under Minnesota Statutes chapter 606, you must accomplish this step, and you must also receive the signed (“issued”) *Writ of Certiorari* and serve it on the respondents by the deadline you calculated in Step 1, or your appeal will be dismissed. See Step 6 for more information about the signed (“issued”) *Writ of Certiorari*.

Haddii aad racfaan kaqaadanayso go'aan sida kucad Qawaaniinta Minnesota Cutubka 606, waxaa qasab ah inaad dhamayso talaabadaan, waxaana qasab ah inaad gudbisaa *Racfaanka Xukunka saxiixan ee* (“lasoo saaray”) aadna udirtaa eedaysanayaasha marka lagaaro xiliga aad kuxisaabisay Talaabada 1, ama racfaankaaga waa ladiidayaa. Arag Talaabada 6 si aad uhesho macluumaad dheeraad ah oo laxariira *Racfaanka Go'aanka Kama Danbaysta ah ee* (“lasoo saaray”).

General Instructions for “Service”/Tilmaamaha guud ee “Adeegga”

There are multiple methods to accomplish service:

Waxaa jiro qaabab badan oo aad adeegga kusamayn karto:

- 1) **Electronically through E-MACS**, at the time you are e-filing your documents, if the person you are serving is registered for electronic service through E-MACS.
Si elegtaroonig ah adoo adeegsanaaya E-MACS, xiliga aad oonleenka kugudbinayso dukumiintigaaga, haddii qofka aad ushaqaynayso uu kadiiwaangashan yahay adeegga elegtarooniga ah ee E-MACS.
- 2) **By mail**, by depositing the documents, correctly addressed, in the U.S. Mail, with adequate first-class postage. You may serve documents by mail yourself.
Boostada aad kudirto, adoo dukumiintiyada usoo galinaaya Boostada Maraykanka, si sax ah, adoo kudiraaya boostada heerka koobaad oo kuhaboon. Waxaad dukumiintiyada kudiri kartaa boostada.
- 3) **By certified mail**, by requesting and paying for this service at a post office. You may serve documents by certified mail yourself.
Inaad kudirto boosto shahaado leh, adoo kacodsanaaya qarashiisana kadhiibaaya adeeggaan xafiiska boostada. Waxaad dukumiintiyada kudiri kartaa boostada aqoonsiga leh.
- 4) **In person**, by having another person hand-deliver the documents. The person who delivers the documents must be 18 years or older and not a party to the appeal. You can not serve documents in person yourself, someone else must do it for you.
Inaad toos ugayso, adoo qofkale udhiibto si uu toos ugu geeyo dukumiintiga. Qofka geeya dukumiintiga waa inuu noqdaa 18 sano jir ama kawayn uusana qayb ka ahayn racfaanka. Adigu toos uma gayn kartid dukumiintiga si shaqsi ah, waa in qofkale shaqadaas kuuqabtaa.
- 5) **Other method, if the person consents to another method of service**, such as email or fax.
Qaab kale, haddii qofku uu ogolaado adeega nooc kale, sida iimeelka ama fakiska.

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. For additional instructions on service, see [Minn. R. Civ. App. P. 125.02 and 125.03](#).

Haddii dhinac kujira dacwada uu matalaayo qareen, waa inaad dukumiintiga udirtaa qareenka halkii aad cida uu matalaayo kasiin lahayd. Haddii aan dhinac kujira kiiska uusan lahayn qareen, dukumiintiga sii qoladaas si toos ah. Wixii laxariira tilmaamaha dheeriga ah ee adeegga, fiiri [Minn. R. Civ. App. P. 125.02 iyo 125.03](#).

If you are filing your appeal under Chapter 14 of the Minnesota Statutes, decide how you will serve your *Petition for Writ of Certiorari* on the agency decision-maker. Minn. Stat. § 14.64 requires you to serve your *Petition for Writ of Certiorari* on the agency **either in person or by certified mail**.

Haddii aad racfaankaagu kugudbinasyo si waafaqsan Cutubka 14 ee Qawaaniinta Minnesota, go'aanso sida aad ugudbinayso ***Racfaanka Go'aanka Kama Danbaysta ah*** ee aad kagudbinayso xaakimka wakaalada. Minn. Stat. § 14.64 ayaa kaadoonaaya inaad kugudbiso ***Racfaankaaga Go'aanka Kama Danbaysta ah*** ee wakaalada kadhanka ah **midkood si shaqsi ah ama inaad kudirto boosto aqoonsi leh**.

If you are filing your appeal under Chapter 14 of the Minnesota Statutes, serve the agency with a copy of the *Petition for Writ of Certiorari*.

Haddii aad racfaankaagu kugudbinasyo si waafaqsan Cutubka 14 ee Qawaaniinta Minnesota, Ugee wakaalada coobiga ***Racfaanka Go'aanka Kama Danbaysta ah***.

Choose your method of service on respondents. For simplicity, this packet assumes you will serve all respondents (excluding the agency in an appeal under Minnesota Statutes chapter 14) **by mail**. You could choose another method of service, but the *Certificate of Service* form in this packet would need to be modified to reflect the method of service you actually use.

Dooro Naqshada adeegga aad ugu dirayso eedaysanayaasha. Si aad ufudayno, baakadaan waxay uqaadanaysaa inaad eedaysanayaasha oo dhan (marka laga reebo wakaalada racfaanka kujirta sida kucad Qawaaniinta Minnesota Cutubka 14) **adeegga kusiinayso boostada**. Waa inaad doorato nooca adeegga, laakiin ***foomka Shahaadada Adeegga*** ee kujira baakadaan wuxuu ubaahan yahay in wax laga badalo si loo waafajiyo nooca adeegga ee aad dhab ahaanta u adeegsanayso.

Serve the respondent(s) with a copy of (1) *Petition for Writ of Certiorari*, (2) *Statement of the Case*, (3) unsigned copy of the *Writ of Certiorari*, and (4) a copy of the decision you are appealing.

Sii eedaysanayaasha koobiga (1) ***Racfaanka Go'aanka Kama Danbaysta ah***, (2) ***Bayaanka Kiiska***, (3) koobiga aan lasaxiixin ee ***Dib u eegista xukunka kama Danbaysta ah***, iyo (4) koobiga go'aanka aad racfaanka kaqaadanayso.

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

Fill out and file the *Certificate of Service*

Talaabada 5: Haddii aad wax dukumiintiyaha ah kudirtay si toos ah, boostada, boosto qoonsi leh, ama qaab kale oo aan oonleen ahayn:

Buuxi oo gudbi *Shahaadada Adeegga*

Every document submitted to the Clerk of the Appellate Courts for filing must be accompanied by proof that the document was served on the other parties to the appeal. This is called “proof of service.” If you file and serve a document electronically, E-MACS automatically provides “proof of service” for that document, so documents served electronically do not require a separate form showing proof of service. However, if you serve a document by mail or in person, you must fill out and file a form (called an “Affidavit of Service” or “Certificate of Service”) to prove that you served the document.

Dukumiinti kasta oo loodiyo Karaaniga Maxkamadaha Racfaanka si dacwad loo qabto waa in lasoo raaciyaa cadayn sheegaysa in dukumiintiga lasiiyo dhinacyada kale ee racfaanka kujira. Tan waxaa looyaqaanaa “cadaynta adeegga.” Haddii aad kugudbiso kuna bixiso dukumiintiyada qaab elektarooniga ah, E-MACS wuxuu si ootomaatig ah kuusiinayaa “cadaynta adeegga” ee dukumiintigaas, marka dukumiintiyada lagu diray elektarooniga uma baahna foom gaar ah oo muujinaaya cadaynta adeegga. Hase yeeshee, haddii aad dukumiintiga kudirto boostada ama si toos ah ugayso, waxaa qasab ah inaad buuxiso foomka aadna gudbiso (waxaa looyaqaanaa “Cadaynta Adeegga” ama “Shahaadada Adeegga”) si aad ucadayso inaad dukumiintiga gaysay.

**General Instructions for “Proof of Service”
Tilmaamaha guud ee "Caddeynta Gudbinta"**

Did you serve **all** of your documents on **all** parties electronically using E-MACS?
Ma waxaad waraaqaha oo **dhan** dadka kale oo **dhan** ugu dirtay habka 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.

Haddii aad haa tiri: Looma baahna caddeyn ah dirista, sababtoo ah Karraaniga Maxkamadaha Racfaanka ayey gaareysaa caddeynta (lagu gudbiyo E-MACS) ee lagu diro habkaas ah internetka. U gudub Tallaabada 6 ee bogga 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.

Haddii aad maya tiri: Mar kasta oo aad waraaqo ku gudbiso si shakhsi ah, boostada, ama qaab kale (oo uu oggol yahay qofka kale), waa inaad soo gudbiso foomka caddeynta gudbinta.

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.

Badanaa, caddeynta gudbinta waxaa la saaraa (1) notaayo *Markhaatikaca Gudbinta* ama (2) *Caddeynta Gudbinta*. Waxay ku kala duwan yihiin *Markhaatikaca Gudbinta* iyo *Caddeynta Gudbinta* waa in aan *Caddeynta Gudbinta* la iska rabin in lagu saxiixo qofka notaayada saaraya hortiisa.

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.

Waxaad soo gudbin kartaa *Caddeynta Gudbinta* (ama *Markhaatikaca Gudbinta*) sida ku qoran waraaqo badan haddii aad dadka u gudbineso waraaqahaas taariikh isku mid ah.

For additional instructions on proof of service, see [Minn. R. Civ. App. P. 125.04](#).
Faahfaahin dheeraad ah oo ah dirista waraaqaha, ka eego [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.

Haddii aad waraaqo ku soo dirtay boostada ama qaab kale oo aan internetka ahayn, waa in aad raacdo waxa ku qoran bogga dambe si aad u soo dirto caddeynta gudbinta waraaqaha.

- The person who served the documents on respondents by mail must complete and sign the form titled ***Relator's Certificate of Service by Mail of the Petition, Unsigned Writ, Statement of the Case, and Decision.***

Qofka keenay dukumintiyada loodiray eedaysanayaasha kunasoo diray boostada waa inuu buuxshaa uuna saxiixaa foomka ciwaankiisu yahay ***Shahaadada Racfaan qaataha e Dirista dukumiintiyada lagu diray Boostada ee Racfaanka, Xukun aan Lasaxiixin, Bayaanka Kiiska, iyo go'aanka.***

- The person who served the documents on the agency must complete and sign the form titled ***Relator's Certificate of Service of the Petition for Writ of Certiorari, Unsigned Writ, Statement of the Case, and Decision on the Agency.***

Qofka keenay dukumintiyada loodiray wakaalada waa inuu buuxshaa uuna saxiixaa foomka ciwaankiisu yahay ***Shahaadada Dacwoodaha ee adeega Racfaanka Go'aanka Kama Danbaysta ah, Go'aanka aan Lasaxiixin, Bayaanka Kiiska, iyo go'aanka Wakaalada.***

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

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

1. The parties' names and case file number;
Magacyada iyo nambarka kiiska qolada;
2. County where the form was signed;
Degmada foomka lagu saxiixay;
3. The name of the person who served the documents;
Magaca qofka bixiyay dukumiintiyada;
4. The titles of the documents that were served (on the forms included with this packet, the titles of the document are already filled in);
Ciwaanada dukumiintiyada lagudbiyay (ee kuqoran foomamka kujirta baakadaan, ciwaanada dukumiintiyada horay loo gudbiyay);
5. The date the documents were served;
Taariikhda dukumiintiga lagudbiyay;
6. The names of the parties who were served and the addresses to which the documents were mailed or delivered to those parties;
Magacyada dhinacyada loodiray dukumiintiga iyo ciwaanada dukumiintiyada boostada loogu diray ama tooska loogu geeyay dhinacyadaas;
7. The signature of the person who served the documents, the date the form was signed, and the county and state where the form was signed.
Saxiixa qofka dukumiintiyada diray, taariikhda foomka lasaxiixay, iyo wadanka iyo gobalka foomamka lagu saxiixay.

Note: You will need different *Certificate of Service* forms at different steps in the process. Do not fill out or file all of the *Certificate of Service* forms at the same time.

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

If any of your documents were served in person, the person who served the documents in person must be the one to fill out and sign the Certificate of Service, because you cannot serve documents in person yourself.

Haddii wac kamid ah dukumiintiyadaada si toos ah loogeeyay, qofka dukumiintiyada geeyay sida tooska ah waa inuu noqdaa qofka buuxinaaya saxiixaayana *Shahaadada Adeegga*, waayo dukumiintiyo kuma gayn kartid si toos ah adigu.

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

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

- If you used E-MACS to electronically file your *Petition for Writ of Certiorari, Writ of Certiorari, Statement of the Case*, and decision, you will also file your *Certificate of Service* electronically using E-MACS (even if you served your documents by mail or in person). The *Certificate of Service* must be uploaded as a separate PDF or Word document – do not combine with one of your other documents into a single PDF or Word document.

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

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

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

- See Step 3 for additional instructions on how to file documents.

Kafiiri Talaabada 3 si aad uhesho tilmaamo dheeri ah oo kusaabsan sida aad ugudbinayso dukumiintiyada.

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

The Office of the Clerk of the Appellate Courts will distribute the signed (“issued”) *Writ of Certiorari* soon after you file it. If you filed your appeal by mail, the issued *Writ of Certiorari* will be mailed back to you. If you filed your appeal in person, the Clerk of the Appellate Courts may be able to provide you with the issued *Writ of Certiorari* at the time you file your other paperwork; if not, it will be mailed to you. If you filed your appeal electronically through E-MACS, the issued *Writ of Certiorari* will be returned to you electronically.

Xafiiska Karaaniga Maxkamadaha Racfaanka ayaa qaybin doona foomka saxiixan (“lasoo saaray”) ee *Dib u eegista xukunka kama Danbaysta ah* si markaba kadib markaad ugudbiso. Haddii aad racfaankaaga kugudbiso boostada, foomka lasoo saaray ee *Dib u eegista xukunka kama Danbaysta ah* adiga ayaa dib boostada laguugu soodirayaa. Haddii aad racfaankaaga si toos ah ugudbisay, Karaaniga Maxkamadaha Racfaanka ayaa awoodi kara inuu kusiiyo foomka ladiyaariyay ee *Go'aanka Kama Danbaysta ah* xiliga aad gudbinayso dukumiintigaaga kale; hadii kale, boostada ayaa laguugu soodirayaa. Haddii aad racfaankaaga si oonleen ah ugu gudbisay E-MACS, foomka lasoosaaray ee *Dib u eegista xukunka kama Danbaysta ah* adiga ayaa si oonleen ahaan laguugu soo celinayaa.

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

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

- Receive the issued *Writ of Certiorari* from the Clerk of the Appellate Courts.
Kaqaado foomka lasoo saaray ee *Dib u eegista xukunka kama Danbaysta ah* Karaaniga Maxkamadaha Racfaanka.
- Make two copies of the issued *Writ of Certiorari*. Keep the original for your records.
Labo koobi kabixi foomka lasoo saaray ee *Dib u eegista xukunka kama Danbaysta ah*. Hayso dukumiintiga orijinaalka ah si aad diiwaanadaada ugu haysato.
- Serve a copy on the respondent(s) and the agency decision-maker (see Step 4 above for instructions on how to serve documents).
Koobi sii eedaysanaha (eedaysanayaasha) iyo xaakimka wakaalada (Kafiiri Talaabada 4 ee kore tilmaamaha sida aad kubixinayso dukumiintiyada).

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

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

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

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

Note: The next step (ordering the *Transcript*) must be completed within 14 days of filing the *Writ of Certiorari*. Read the next step right away to determine whether you need to order a *transcript* in your appeal.

gow: Tallaabada xigta (Dalbashada *Qoraalka*) waa in lagu sameeyo ilaa 14 maalmood laga bilaabo xareyntii *Codsiga Maxkamadda Sare ee Helista Dacwada*. Isla hadaba akhri talaabada xigta si aad ugo'aansato inaad ubaahan tahay dalbashada *qoraalka* racfaankaaga.

**Step 7: Order your *Transcript* (optional)
within 10 days of filing the *Writ of Certiorari*
Talaabada 7: Dalbo *Qoraalka* (qasab maaha) gudaha 10 maalmood
laga bilaabo gudbinta *Go'aanka Kama Danbaysta ah***

General Information about the “Record”/Macluumaad guud oo kusaabsan “Diiwaanka”

In addition to the parties’ briefs, the “record” is the only information that the Court of Appeals considers in an appeal. The record is the evidence used in the hearing before the administrative-law judge, agency, or other government body, so it may also be called the “evidentiary record.” If you asked for a new hearing in your request for reconsideration, the record also includes any new evidence accepted at that hearing. The record should include all of the information and documents that were used to make the decision you are appealing. The evidence in the record is the only evidence that the Court of Appeals typically looks at in an appeal.

Marka laga tago warbixinta kooban ee dhinacyada, “diiwaanka” waa warbixin kaliya ee Racfaanada Maxkamada ku tixgelinayso racfaan. Diiwaanku waa cadaaynta loo adeegsaday dhagaysiga xaakimka sharciga maamulka, wakaalada, ama haayada dawlada, marka waxaa sidoo kale loogu yeeri karaa “Diiwaanka Cadaaynta.” Haddii aad dhagaysi cusub udalbatay codsigaaga dib u eegista xukunka, diiwaanka waxaa sidoo kale kujira cadaayn kasta oo cusub oo dhagaysiga lagu aqbal. Diiwaanka waa inay kujiraan macluumaadka iyo dkumiintiga loo adeegsaday gaarista go'aanka aad racfaanka kaqaadanayso. Cadaaynta kujirta diiwaanka waa kaliya cadaaynta Maxkamada Racfaanadu caadiyan fiiriso marka racfaan lahorkeeno.

The record might also include a *transcript* of the hearing(s) before the administrative-law judge or agency decision-maker. A *transcript* is a typed copy of what all of the witnesses, parties, and the judge said at your hearing.

Diiwaanka waxaa sidoo kale ku jiri karo *qoraalka* dhageysiga (dhageysiyada) garsooraha sharciga maamulka ama xaakimka wakaalada. *Qoraalka* waa nuqul la qoray oo waxa dhammaan marqaatiyada, dhinacyada, iyo garsooraha ka sheegeen dhageysiga.

The agency or government body that made the decision you are appealing must serve all parties with an *itemized list of the contents of the record*, so all parties know what documents and evidence can be considered on appeal. If you request a *transcript*, that *itemized list* will be served within 14 days after the transcript is delivered. If you do not request a *transcript*, the *itemized list* will be served within 30 days after you served your *Petition for Writ of Certiorari*. See [Minn. R. Civ. App. P. 115.04, subd. 3](#). The *itemized list* starts the time for you to prepare your brief. See Step 8 for information about the deadline for your brief.

Wakaalada ama haayada dawlada ee go'aanka aad racfaanka kaqaadanaysa gaartay waa inay siisaa dhamaan dhinacyada kiiska *mawduucyada qodobaysan ee diiwaanka*, si markaas dhamaan dhinacyadu u ogaadaan nooca dukumiintiyada looga baaraan daga karo racfaanka.

Haddii aad codsato *qoraal*, kaasoo liiska *faahfaahsan* labixin doono 14 maalmood gudahood kadib marka qoraalka labaxsho. Haddii aadan codsan *qoraal*, liiska *faahfaahsan* waxaa lagu bixin doonaa 30 maalmood gudahood kadib markaad keento *Racfaanka Go'aanka Kama Danbaysta ah* Kafiiri [Minn. R. Civ. App. P. 115.04, subd. 3](#). Liiska *faahfaahsan* wuxuu bilowdaa xiliga aad diyaarso Dacwadaada Kooban. Arag Talaabada 8 si aad uhesho macluumaad laxariira mudada kama danbaysta ah ee dacwadaada kooban.

Do I need a transcript for my appeal?/Ma ubaahanahay inaan qoraal uhelo racfaankayga?

If a hearing was held in your case, you can order a *transcript* of the hearing from the agency or government body that held the hearing. If you want the Court of Appeals to consider what was said at the 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.

Haddii dhagaysi lagu sameeyay kiiskaaga, waxaad dalban kartaa *qoraalka* wixii laga sheegay dhagaysiga kiiska adoo kadalbanaaya wakalaada ama haayada dawlada ee dhagaysiga qabatay. Haddii aad rabto in Maxkamada Racfaanku dib u eegto wixii laga sheegay dhagaysiga oo qayb ka ah diiwaanka racfaankaaga, waa inaad qoraal kukentaa dhagaysi kasta oo aad doonayso in Maxkamada Racfaanku dib u eegto.

The *transcript* must be ordered within 14 days after the Clerk of the Appellate Courts signs and issues the *Writ of Certiorari*. See [Minn. R. Civ. App. Proc. 115.04](#), subd. 2, and Step 6 above. A *transcript* is not automatically prepared unless it is requested.

Qoraalku *waa in* ladalbadaa 14 maalmood gudahood kadib marka Karaaniga Maxkamadaha Racfaanka uu saxiixo uuna soosaaro *Go'aanka Kama Danbaysta ah*. Kafiiri [Minn. R. Civ. App. Proc. 115.04](#), subd. 2, iyo talaabada 6 ee kore. Qoraalka *lama* diyaarsho si elegtaroonig ah inaad ucodsato maahee.

The agency or government body may charge a fee for preparing the *transcript*. If you can't afford the transcript-preparation fees, you can request that the administrative decision-maker waive your transcript-preparation fees. See page 5 for instructions on requesting waiver of fees in your appeal, including transcript-preparation fees.

Wakaalada ama haayada dawlada ayaa kaaqaadi karta qarashka diyaarinta *qoraalka*. Haddii aadan bixin karin qarashka diyaarinta qoraalka, waxaad dalban kartaa in xaakimka go'aanka maamulka gaaraaya uu kaadhaafo qarashka diyaarinta qoraalka. Kafiiri bogga 5 tilmaamaha laxariira codsiga dhaafida qarashka racfaankaaga, uuna kujiro qarashka diyaarinta qoraalka.

Decide whether you need a transcript of a hearing before the administrative law judge or agency decision-maker. Go'aanso inaad ubaahan tahay iyo inkale qoraalka dhagaysiga dacwada laga horjeediyay garsooraha sharciga maamulka ama xaakimka go'aanka wakaalada.

If you decide you **do NOT** need a transcript for your appeal, skip to Step 8. If you **DO** need a transcript, follow the checklist on the next page.

Haddii aad go'aansato in **AADAN ubaahnayn** qoraalka racfaanka, ubood Talaabada 8.

Haddii **AADAN** ubaahnayn inaad codsato qoraalka, raac tilmaamaha kuqoran bogga xiga.

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

Dhagaysi kasta oo aad codsanayso qoraalkiisa, soo aruurso macluumaadkaan:

- (1) Case file number for your case/Nambarka faylka kiiska ee kiiskaaga: _____
 - (2) Names of the parties/Magacyada dhinacyada racfaanka: _____
 - (3) Date of the hearing(s)/Taariikhda dhagaysiga (dhagaysiyada) lasameeyay: _____
 - (4) Name of judge or decision-maker at the hearing(s): _____
- Magaca garosooraha ama xaakimka go'aanka kagaaray dhagaysiga:

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

Waxaad ubaahan tahay inaad keento macluumaadkaan markaad codsato qoraalka.

- Call the agency or government body where your hearing took place for instructions on how to request a transcript.

Wac wakaalada ama haayada dawlada halkaasoo dhagaysigaagu kadhacay si aad uhesho tilmaamo laxariira sida aad ucodsanayso qoraalka.

- Follow the agency or government body's instructions to request a transcript.

Raac tilmaamaha wakaalada ama haayada dawlada si aad ucodsato qoraal.

- Pay the fee for the transcript. After you submit your transcript request, the person who is responsible for preparing your transcript 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 the agency or government body and request instructions for having the transcript fee waived.

Dhiib qarashka qoraalka. Kadib markaad dirto codsigaaga qoraalka, qofka masuulka ka ah inuu kuudiyaarsho qoraalka ayaa kulasoo xariiraaya, kadibna kuusheegaaya qarashka lafilaayo inay kubaxdo diyaarinta qoraalka iyo xiliga lafilaayo in qoraalku diyaar noqdo. Qarashka waa in ladihibaa kahor intaan qoraalka ladiyaarin. Haddii aadan iskadhiibi karin qarashka qoraalka, wac wakaalada ama haayada dawlada kadibna codso tilmaamaha lagaaga dhaafaayo qarashka diyaarinta qoraalka.

- Provide the names and contact information for the other parties involved with the appeal to the person responsible for preparing your transcript, so that they can provide the other parties with copies of the transcript. It is the responsibility of the relator (appealing party) to order copies of any transcript being prepared for appeal for all the other parties to the appeal.

Keen magacyada iyo meelaha lagala xariiraayo dhinacyada kale ee racfaanka kujira una keen qofka masuulka ka ah diyaarinta qoraalkaaga, si uu usiiyo dhinacyada kale koobiyada qoraalka. Waa waajib saaran dacwoodaha (qofka racfaanka qaata) inuu dalbado koobiyada qoraal kasta oo laga diyaarshay racfaanka kuwaasoo lasiinaayo dhamaan dhinacyada kale ee racfaanka kujira.

The person responsible for preparing your transcript will fill out a ***Transcript Certificate***, which 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, 115.04. After you pay the person responsible for preparing your transcript, they will prepare the transcript and provide it to you and the other parties electronically or by mail. The person preparing your transcript will also file a copy of the transcript with the agency or government body that held the hearing, and will file a ***Transcript Delivery Certificate*** with the Clerk of the Appellate Courts verifying that the transcript was filed with the agency or government body. The Clerk of the Appellate Courts will receive the transcript as part of the record from the agency or government body.

Qofka masuulka ah diyaarinta qoraalkaaga ayaa buuxinaaya ***Shahaadada Qoraalka***, kaasoo usheegaaya Maxkamada Racfaanada inaad codsatay qoraalka aadna lacagta siinayso wariyaha maxkamada. Kafiiri Minn. R. Civ. App. P. 110.02, 115.04. Kadib marka qofka masuulka ka ah diyaarinta qoraalku helo qarashka, wuxuu diyaarinayaa qoraalka kadibna wuxuu siinayaa adigga iyo dhinacyada kale ee racfaanka kujira si oonleen ah. Qofka diyaarinaaya qoraalkaaga wuxuu sidoo kale koobiga qoraalka ugudbinayaa wakaalada ama haayada dawlada ee qabatay dhagaysiga, wuxuuna ugudbinayaa ***Shahaadada Gudbinta Qoraalka*** Karaaniga Maxkamadaha Racfaanka asagoo xaqiijinaaya in wakaalada ama haayada dawlada loo gudbiyay qoraalka. Karaaniga Maxkamadaha Racfaanka ayaa heli doona qoraalka oo qayb ka ah diiwaanka wakaalada ama haayada dawlada.

Step 8: Calculate the Deadline for your *Brief*

Talaabada 8: Xisaabi waqtiga kama danbaysta ah ee *Dacwadaada Kooban*

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

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

See Step 1 for specific instructions for calculating deadlines.

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

The deadline for your *brief* depends on when you were served with an *itemized list of the contents of the record*. See step 7 for general information about “the record.”

Waqtiga kama danbaysta ah ee *dacwadaada kooban* wuxuu kuxiran yahay marka lagu siiyay *liiska cadaynta wata ee mawduucyada diiwaanka*. Fiiri Talaabada 7 si aad uhesho macluumaad guud oo kusaabsan “diiwaanka.”

The agency or government body that made the decision you are appealing must serve all parties with an *itemized list of the contents of the record*, so all parties know what documents and evidence can be considered on appeal. If you request a *transcript*, that *itemized list* will be served within 14 days after the transcript is delivered. If you do not request a *transcript*, the *itemized list* will be served within 30 days after you served your *Petition for Writ of Certiorari*. See [Minn. R. Civ. App. P. 115.04, subd. 3](#).

Wakaalada ama haayada dawlada ee go'aanka aad racfaanka kaqaadanaysa gaartay waa inay siisaa dhamaan dhinacyada kiiska *mawduucyada qodobaysan ee diiwaanka*, si markaas dhamaan dhinacyadu u ogaadaan nooca dukumiintiyada looga baaraan daga karo racfaanka. Haddii aad codsato *qoraal*, kaasoo liiska *faahfaahsan* labixin doono 14 maalmood gudahood kadib marka qoraalka labaxsho. Haddii aadan codsan *qoraal*, liiska *faahfaahsan* waxaa lagu bixin doonaa 30 maalmood gudahood kadib markaad keento *Racfaanka Go'aanka Kama Danbaysta ah* Kafiiri [Minn. R. Civ. App. P. 115.04, subd. 3](#).

Your *brief* is due 30 calendar days after the agency or government body who made the decision serves you with the *itemized list of the contents of the record*. If the *itemized list* is served by mail, then your brief is due 30 calendar days plus 3 business days after the date that the *itemized list* was mailed to you. The brief must be filed and served by the deadline. See [Minn. R. Civ. App. P. 115.04, subd. 4](#).

Dacwadaada *kooban* waxay ku egtahay 30 maalmood oo jadwalka malmaha kadib marka wakaalada ama haayada dawlada kusiiso *liiska cadaynta wata ee mawduucyada diiwaanka*. Haddii liiska *faahfaahsan* laguugu soodiro boostada, markaas dacwadaada kooban waxay ku egtahay 30 maalmood oo jadwalka malmaha iyo 3 malin shaqo kadib taariikhda *liiska faahfaahsan* boostada laguugusoo diray. Dacwada kooban waa in lagudbiyaa lana qaybiyaa muddada loo cayimay. Kafiiri [Minn. R. Civ. App. P. 115.04, subd. 4](#).

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

ADD 30 calendar days if served electronically
KU DAR 30 maalmood haddii laguugu soo diray hab ah intarnenka

OR/AMA

ADD 30 calendar days +3 business days if served by mail
KU DAR 30 maalmood +3 oo ah maalmaha shaqada haddii boostada laguugu soo diray

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

Step 9: Prepare your *Brief*

Talaabada 9: Diyaarso *Dacwadaada Kooban*

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

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

- (1) **Formal *Brief***: A formal brief includes a table of contents, a statement of the legal issues, a statement of the case and the facts, an argument, a conclusion, and an addendum. See [Minn. R. Civ. App. P. 128.02](#).

Dacwad kooban oo *Rasmi ah*: Warbixinta kooban ee rasmiga ah waxaa ku jira tasmada jadwalka, bayaanka sharciga, bayaanka dacwada iyo xaqiiqada, doodda, gunaanadka, iyo wixii dheeraada. Eeg [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 33 for more information about motions.

Dacwadoo Kooban oo aan *Rasmi Ahayn*: Haddii ay maxkamaddu kuu fasaxdo in aad soo gudbisoo dacwad kooban oo aan rasmi ahayn, waa in ay ku jiraan dood qoran iyo faahfaahin dheeraada. Eeg [Minn. R. Civ. App. P. 128.01, subd. 1](#). Si aad u hesho ogolaansho aad ku soo dirsato dacwada kooban, waa in aad soo gudbisato mooshin ama codsiga oggolaanshaha. Eeg bogga 33 oo ah faahfaahinta mooshinka.

- (3) **Memorandum of Law and Short Letter Argument**: If you submitted a written *Memorandum of Law* during your administrative or agency proceeding, 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*.

Bayaanka Sharciga iyo Waraaq Dood Yar: Haddii aad soo gudbisay *Bayaanka Sharciga* intii lagu jiray kiiska dhageysiga dacwada ama habraaca xafiiska, waxaad soo gudbin kartaa Bayaanka kuu ah kiiskaaga kooban, oo waa in aad soo raaciso dood yar oo ka hadleysa go'aanka iyo faahfaahinta dheeraadka ah. Eeg [Minn. R. Civ. App. P. 128.01, farq. 2](#). Haddii uu kan yahay nooca dacwada kooban ee aad rabto inaad gudbisoo, waa in aad ka dhex doorato *Bayaanka Kiiska*.

- Choose the format for your *brief* (formal, informal with permission from the court, or memorandum of law with short letter argument).

Dooro qaabka *dacwadaada kooban* (rasmi, aan rasmi ahayn aad fasaxna uga haysato maxkamada, ama heshiiska sharciga oo wata waraaq kooban oo doodaadu kuqoran tahay).

- Write your **brief**. The Minnesota State Law Library website has helpful information about writing briefs and example briefs you can read (<http://mncourts.libguides.com/appeals/briefs>). Qor **dacwadaada kooban**. Webseetka Maktabada Sharciga Gobalka Minnesota waxaa kujira macluumaad muhiim ah oo kusaabsan qorista dacwadaha kooban iyo tilmaamaha dacwadaha kooban ee aad akhrin karto (<http://mncourts.libguides.com/appeals/briefs>).
- Prepare the addendum to your **brief**. No matter what type of **brief** you file, your **brief** must include an addendum that contains a copy of the decision that you are appealing. Diyaari sharaxaada dheeriga ah ee **dacwadaada kooban**. Muhiim maaha nooca **dacwada kooban** ee aad gudbisay, **dacwadaada kooban** waa inaad kusoo darto sharaxaada dheeriga ah kaasoo kakooban koobiga go'aanka aad racfaanka kaqaadanayso.

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

Sharaxaada dheeriga ah *waxaa* sidoo kale kujiri kara dukumiintiyada lagasoo qaday diiwaanada hore ee wakaalada ama haayada dawlada, haddii ay jiraan qaybo gaar ah oo kamid ah diiwaanka oo aad doonayso inaad usheegto Maxkamada Racfaanada. Hase yeeshee, **Kumasoo dari kartid wax cadayn cusub oo kale taasoo aan horay ugu jirin go'aankii garsooraha ama xaakimka go'aanka gaara**. Haddii aad doorato inaad kudarto dukumiintiyada dheeriga ah oo kamid ah diiwaanka, xadida udagsan bogga ayaa ah 50 bog sharaxaada dheeriga ahna waa inuu kujiraa shaxda mawduucyada. Kafiiri [Minn. R. Civ. App. P. 130.02](#) Tilmaamo dheeriga ah oo kusaabsan sharaxaada dheeriga ah.

Step 10: File and Serve your *Brief*

Talaabada 10: Soo xareyso oo qof kale u Gudbi *Dacwada Kooban*

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

U soo gudbi dacwadaada kooban Karraaniga Maxkamadaha Racfaanka (eeg tallaabada 3 ee kore si aad uga hesho habraaca loo soo gudbiyo waraaqaha).

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.

Haddii aad mar hore waraaqaha ku soo dirsatay **intarnetka** adiga oo isticmaalaya habka E-MACS ee maxkamadda rafcaanka, waa in aad dacwada oo kooban intarnetka ku soo dirto. Intii aad intarnetka waraaqaha ku soo direysay waxaa lagaa rabay in aad dhinacyada kale u dirto kiiska dawcada aad diwaanka gashatay.

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.

Haddii aad ku soo gudbisay **si shakhsi ah ama boostada** (intii aad isticmaali lahayd habka E-MACS ee maxkamadda rafcaanka), waa inaad hab waraaqo ah ku soo dirto dacwada kooban.

- 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:

Haddii loo baahdo, u gudbi waraaqaha dacwada oo kooban dhinacyada kale ee kiiskaaga. Waxaa jira laba xaaladood oo lagaaga rabo in aad soo daabacdo dacwada oo kooban si aad ugu gudbisno dhinacyada kiiskaaga:

- 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.
Haddii aad dacwada ku soo gudbisay si shakhsi ah ama boostada (intii aad isticmaali lahayd habka E-MACS ee maxkamadda rafcaanka), waa in aad dhinacyada kale u dirto dacwada kooban. Soo diyaarso waraaqo kugu filan oo ah dacwada kooban oo aad siiso dhinacyada ka jawaabaya.
- 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.

Haddii aad dacwada ku soo dirtay internetka habka E-MACS ee maxkamadda rafcaanka, laakiin ay jireen dhinacyo aad ugu diri weyday habka E-MACS oo aysan yeelin nooc ah hab kale (sida boostada internetka), waa in aad dacwada waraaqo ahaan ugu dirto dhinacyada kale. Soo diyaarso waraaqo kugu filan oo aad siiso dhinaca kale ee aan ku helin habka internetka.

- 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).

Haddii aad rabto waraaqaha caadiga ah ee dacwada, qofka soo gudbiyey dacwada kooban waa in uu buuxiyo oo saxiixo foomka la yiraahdo ***Caddeynta Gudbinta Boostada ee Dacwada Kooban*** (eeg Tallabooyinka 4 iyo 5 ee kore ee habraacyada dirista caddeynta waraaqaha).

- 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).

Haddii aad rabto waraaqaha caadiga ah ee dacwada, u gudbi ***Caddeynta Gudbinta Boostada ee Dacwada Kooban*** Karraaniga Maxkamadaha Racfaanka (eeg tallaabada 3 ee kore oo ah habraacyada lagu gudbiyo waraaqaha).

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

If you cannot serve and file your brief within 30 days and you need more time, or if you want to make any other request of the court, you must serve and file a signed, written request asking the court for the relief you need. This formal request is called a “motion.”

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

The motion must state (1) what you are requesting and (2) the reason(s) for that request. You must serve the written motion on the respondents and file proof of service for the motion. The requirements for a motion are found in [Minn. R. Civ. App. P. 127](#) and specific instructions for requesting a briefing extension are found in [Minn. R. Civ. App. P. 131.02](#). If you are requesting an extension of a deadline, your motion should be served and filed before the deadline you wish to extend.

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

Reminder: the Court of Appeals cannot extend the deadline to serve and file the *Petition for Writ of Certiorari* or the time for obtaining the *Writ of Certiorari* under Minn. Stat. chapter 606.

Xasuusnoow: Maxkamada Racfaanadu makordhin karto muddada kama danbaysta ah si aad ubixiso aadna ugudbiso *Racfaanka Go'aanka Kama Danbaysta ah* ama qaadashada *Go'aanka Kama Danbaysta ah*. sida kucad Minn. Stat. cutubka. 606.

What Happens Next?/Maxaa dhacaaya Intaas Kadib?

Court of Appeals Receives the Record and Respondent's Brief **Maxkamada Racfaanada ayaa Helaysa Diiwaanada iyo Dacwadaha Kooban ee Eedaysanaha**

The administrative decision-maker sends the record from your case to the Court of Appeals, including any transcript of your hearing(s). The respondent(s) also have the opportunity to each submit a brief to the Court of Appeals.

Garsooraha go'aanka maamulka wuxuu diiwaanka kiiskaaga udirayaa Maxkamada Racfaanada, ayna kujiraan qoraalka dhagaysiyadaada. Eedayanuhu (eedaysanayaashu) wuxuu sidoo kale fursad uhelayaa inuu gudbiyo midkasta dacwad kooban oo uu udiraayo Maxkamada Racfaanada.

If a 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.

Haddii dacwada kooban ee eedaysanuhu abuurto mawduuc cusub oo aan kujirin dacwadii aad soo gudbisay, waxaad gudbin kartaa (laakiin qasab kuguma ahan) jawaab. Kafiiri [Minn. R. Civ. App. P. 131.01, subd. 3](#). Jawaabtaadu waa inaysan abuurin sababo cusub oo laxariira isbadalo ama arimo aan horay loogu sheegin dacwadaadii koobnayd ee hore ama dacwada kooban ee eedaysanaha.

If you choose to file a reply brief, your deadline for filing and serving the reply brief is as follows: Haddii aad doorato inaad gudbiso jawaab kooban, xiligaaga kama danbaysta ah ee gudbinta iyo bixinta jawaabta kooban waa sidaan soosocota:

- 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.

Haddii dacwada kooban ee eedaysanaha lagugusoo gaarsiiyay si toos ah ama oonleen laguugusoo mariyay aalada E-MACS, mudada ay tahay inaad kajawaabto waa 14 maalin kadib taariikhda dacwada kooban ee eedaysanuhu kusoo gaarto.

- 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).

Haddii jawaab celiyaha jawaabtaada boostada kuugu soo diray, taariikhda kama dambaysta ah ee jawaabtaada waa 14 maalmood oo jadwal + 3 maalmood oo shaqo laga bilaabo taariikhda jawaabta jawaabihyaha kuugu soo diray boostada (maahan markii aad heshay)..

Oral Argument or Non-Oral Consideration

Dooda Hadalka ah ama Kabaaraan Dagida Hadalka aan ahayn

After the parties have filed their briefs, your appeal will be submitted to a panel of three Court of Appeals judges. You will receive a *Notice* of the date of oral argument or non-oral consideration by the panel. This notice will also include the names of the judges assigned to decide your case.

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

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

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

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

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

Opinion is Issued/Fikirka ayaa lasoosaarayaa

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

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

If you wish to appeal the Court of Appeals decision, you have 30 days after the opinion is issued to file a *petition for further review (PFR)*, which is a request for the Minnesota Supreme Court to review the Court of Appeals decision. See [Minn. R. Civ. App. P. 117](#).

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

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

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

CASE TITLE/CIWAANKA DACWADA:

vs./iyo

**PETITION FOR
WRIT OF CERTIORARI
DACWADA DIIDMADA EE
GO'AANKA XUKUN QORAN**

**Agency Case #
Nambarka Kiiska Wakaalada**

**Date of Decision
Taariikhda Go'aanka _____**

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

_____ (your name/magacaaga)

hereby petitions the Court of Appeals for a Writ of Certiorari

pursuant to (choose one)/halkaan kadacwaynayaa Maxkamada Racfaanada ee go'aanka xukunka qoran ayadoo waafaqsan (mid kadooro):

Minn. Stat. §§ 14.63, 14.64 Minn. Stat. § 606.01

to review a decision of/si ay dib u eegis ugu samayso go'aanka _____

_____ (agency name/magaca wakaalada) issued on the date noted above,

upon the grounds that:/kaasoo soo baxay taariikhda kor kuqoran, kaasoo loo cuskaday in:

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

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

Dated/Taariikhda _____

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

(Printed name/Magaca daabacan)

(Address/Ciwaanka)

(Telephone number/Nambarka taleefanka)

(Email Address/Ciwaanka iimeelka)

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

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

CASE TITLE/CIWAANKA DACWADA:

_____ ,

vs./iyo

_____ ,

**WRIT OF CERTIORARI
GO'AANKA XUKUN QORAN**

**Court of Appeals #
Maxkamada Racfaanada #**

**Agency Case #
Nambarka Kiiska Wakaalada**

**Date of Decision
Taariikhda Go'aanka** _____

TO/KUSOCOTA: _____ (agency name/
magaca wakaalada)

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

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

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

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

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

Koobiyada amarkan iyo racfaanka lasocdaba waa in lakeenaa si wadajir ah ayadoo si toos ah loogu keenaayo ama boostada loogu dirayo qofka isdifaacaaya ama qareenkiisa:

(Fill in the name and address of the respondent or respondent's attorney on the lines below. Add additional lines if needed for additional respondents.)

(Kubuuxi magaca iyo ciwaanka qofka isdifaacaaya iyo kuwa qareenka qofka dacwada loohaysto laynkaan hoose. Ku soo dar qoraal dheeraad ah haddii aad ugu baahato dad kale oo dacwada ka jawaabaya)

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

DATED/TAARIIKHDA LAGU QORAY: _____

Clerk of the Appellate Courts/Karaaniga Maxkamadaha Racfaanka

By/Waxaa qabtay: _____
Assistant Clerk/Kaaliyaha Karaaniga

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

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

CASE TITLE/CIWAANKA DACWADA:

vs./iyo

STATEMENT OF THE CASE
OF RELATOR
BAYAANKA KIISKA
DACWOODAHA

Agency Case #
Nambarka Kiiska Wakaalada

Appellate Case #
Kiiska Racfaanka

A _____ - _____
(If known/Hadii layaqaano)

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>.

Foomkaan waxaa lasiiyaaa faa'iidana u ah qareenada ladoonaayo sida kucad Xeerka 133.03, ee Sharciga Minnesota ee Hanaanka Racfaanka Madaniga iyo foomka 133, oo laga helo dhamaadka Sharciga Minnesota ee Hanaanka Racfaanka Madaniga. Su'aalaha qaar oo foomkaan kujira waxay kaaga baahan karaan inaad buuxiso qaarna inaad kabaadho sharciga ku saabsan racfaankaaga ka hor inta aadan buuxin. Tilmaamaha buuxinta foomkaan waxaa laga heli karaa <https://mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab04Forms>.

1. **Agency where case originated:** _____
Wakaalada kiisku kasoo fulay:

Name of presiding judge or hearing officer: _____

Magaca garsooraha hogaaminayo ama sarkaalka dhagaysiga:

2. **Jurisdictional statement for a certiorari appeal:**
Bayaanka maxkamadeed ee racfaanka xukunka:

1. Statute, rule, or other authority authorizing certiorari appeal (choose one):
Qaynuunka, sharciga, ama racfaanka ansixinta kale ee maamulka amarka
racfaanka (midkood dooro):

Minn. Stat. §§ 14.63, 14.64 Minn. Stat. § 606.01

Other/Midkale _____

2. Authority (statutory section) fixing time limit and date of event triggering appeal time (mailing of decision, receipt of decision, or receipt of other notice):

Maamulka (qeybta qaynuunka) saxaayo xadeynta waqtiga iyo taariikhda dhacdada kicineyso waqtiga racfaanka (dirista go'aanka, helida go'aanka, ama helida ogeysiinta kale):

Minn. Stat. §§ 14.63, 14.64 Minn. Stat. § 606.01

Other/Midkale _____

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

Nooca dacwada iyo qaynuunada arinta ah:

4. **Brief description of issues that were raised before the administrative or agency decision maker, and how the administrative or agency decision maker decided those issues:**

Qeexitaanka kooban ee arimaha laga horsheegay madaxa go'aanka gaaraaya ee maamulka ama wakaalada, iyo sida madaxa go'aanka gaaraaya ee maamulka ama wakaaladu go'aan uga gaaray arimahaas: _____

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 be filing later):

Sharaxaad gaaban oo arimaha aad ku sheegeysid racfaankaan (hal ama labo jumlo; si faah faahsan ayaad uga doodi kartaa adiga oo sharaxaya oo aad hadhowdii xareyneysid):

6. **Related appeals/Racfaanada la xiriiro:**

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

Qor racfaano walboo hore ama la sugaayo ee ka imaanayo isla dacwada wakaalada sida kucad racfaankaan (qor lambarada racfaanka, ama “none”): _____

- b. List any pending appeals arising from different agency cases that raise similar issues to this appeal (write appeal numbers, or “none known”):
Qor racfaano walboo dhiman ee ka imaanayo dacwadaha wakalada kala duwan ee sheegta isla arimaha racfaankaan (qor lambarada racfaanka, ama “none known”): _____
-

7. Contents of record/Tusmooyinka diiwaanka:

- a. Is a transcript necessary to review the issues on appeal? Yes/Haa
Qoraalka ma u muhiim ayaa eegida arimaha racfaanka? No/Maya
- b. If yes, is it a full transcript of the hearing(s) before the administrative decision-maker, or a partial transcript?
Haddii ay haa tahay, ma qoraal buuxaa oo dhageysiga ahbaa (dhageysiyada) madaxa go'aan gaarista ee wakaalada, ama qoraal qeyb ahaan ah?
 Full transcript/Qoraal buuxo
 Partial transcript/Qoraal qeyb ahaan
- c. Has the transcript been ordered from the court reporter? Yes/Haa
Qoraalka ma waxaa diyaariyay wariyaha maxkamada? No/Maya
- d. If a transcript is unavailable, is a statement of the proceedings under Minnesota Rules of Civil Appellate Procedure 110.03 necessary?
Haddii qoraalka aan la heli karin, bayaanka dacwadaha ma u muhiimbaa sida waafaqsan Sharciyada Nidaamka Racfaan qaadashada Rayidka 110.03?
 Yes/Haa No/Maya
- e. 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?
Badelkii diiwaanka sida lagu qeexay Sharciyada Minnesota ee Nidaamka Racfaan qaadashada Rayidka 110.01, dhinacyadu miyaya ogolaadeen inay diyaariyaan bayaanka diiwaanka sida waafaqsan Sharciyada Minnesota ee Nidaamka Racfaan qaadashada ee Rayidka 110.04?
 Yes/Haa No/Maya

8. Oral argument/Dooda afka

- a. If you have an attorney, is oral argument requested?
Haddii aad qareen leedahay, ma dood afka ah ayaad codsatay?
 Yes/Haa No/Maya
 I do not have an attorney/Ma lihi qareen
- b. If yes, where is oral argument requested:
Haddii ay haa tahay, halkee laga codsaday dood afka ah:
 Minnesota Judicial Center in St. Paul
Xarunta Garsoorka Minnesota ee St. Paul
 Other/Wax kale: _____

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

Nooca macluumaadka kooban ee la buuxinayo (dooro hal, nooca aad qorsheyneysid inaad xareysid):

- Formal brief under Rule 128.02

Warbixin kooban oo waafaqsan Sharciga 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. *)*

*(Warbixinta kooban ee rasmiga ah waxaa ku jiro tusmooyinka jadwalka, bayaanka arimaha sharciga, bayaanka dacwada iyo xaqiiqaha, dooda, gabagabada, iyo dheeraadka. *)*

- Informal brief under Rule 128.01, subd. 1.

Warbixin kooban oo aan rasmi ahayn oo waafaqsan Sharciga 128.01, subd. 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. *)*

*(Kahor intaan kiis kooban oo rasmi ah aadan gudbin, waa inaad gudbisaa soojeedin aad kucodsanayso in lagu fasaxo buuxinta kiiska. Warbixinta kooban ee aan rasmiga aheyn waxay wadataa bayaan qeexan oo dooda iyo qoraalka dheeraad ah. *)*

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

Qoraalka maxkamad saarida, oo lagu kaabay dooda warqad gaaban si waafaqsan Sharciga 128.01, subd. 2, iyo qoraalka dheeriga ah.

*(If you submitted a written Memorandum of Law during your administrative or agency proceeding, you may file that Memorandum as your brief, along with a short argument in letter format that addresses the decision you are appealing. This must include an addendum. *)*

*(Haddii aad gudbisay Qabyo Qoraal Sharci oo qoraal ah intii lagu jiray kiiska dacwada maamulka ama wakaaladaada, waxaad gudbin kartaa Qabyo Qoraal kuunqonaaya kiiskaaga kooban, adoo raacinaaya dood gaaban oo waraaq kuqoran kaasoo kahadlaaya go'aanka aad racfaanka kaqaadanayso. Tan waxaa laga yaabaa in la shaambadeeyo oo lagu dhajiyo qoraalka. *)*

* No matter what type of brief you file, the relator's brief must include an addendum (respondents may include an addendum with their brief, but the addendum is only required for relator's brief). The requirements for your addendum are listed in [Minn. R. Civ. App. P. 130.02](#). 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 administrative decision-maker.**

* Warbixinta kooban nooca ay doonto haddii aad xarayso, warbixinta kooban ee dacwoodaha waa inay ku jirtaa qoraal (eedeysanayaasha waxaa ku jiro qoraal la jiro koobidooda, laakiin qoraalka waxaa looga baahanyahay kaliya dulmarka ee dacwoodaha). Sharuudaha qoraalkaaga waxay ku qorantahay [Minn. R. Civ. App. P. 130.02](#). Qoraalkaaga wuxuu sidoo kale wadan karaa illaa 50 bogg oo dheeraad ah oo waraaqaha diiwaanka ama qaynuunada, sharciyada, dacwadaha ama maamulada kale oo gacan siinaya maxkamada markii aad aqrineysid warbixinta kooban. Hase yeeshee, **kumasoo dari kartid wax cadayn cusub oo kale taasoo aan horay ugu jirin go'aankii xaakimka wakaalada.**

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

Magacyada, ciwaanada, iyo lambarka taleefonka ee qofka dacwada soo gudbinaaya iyo eedeysanayaasha (ama qareenada, haddii ay wax jiraan):

Relator or relator's attorney/Dacwoodaha ama qareenka dacwoodaha:

Print name/Magaca daabacan: _____

Address/Ciwaanka: _____

Email address/Ciwaanka iimeelka: _____

Telephone/Taleefonka: _____

Signature/Saxiixa: _____

Respondent or respondent's attorney/Eedeysanaha ama qareenka eedeysanaha:

Print name/Magaca daabacan: _____

Address/Ciwaanka: _____

Email address/Ciwaanka iimeelka: _____

Telephone/Taleefonka: _____

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

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

CASE TITLE/CIWAANKA DACWADA:

_____,
Relator/Dacwoode,

APPELLATE CASE #
NAMBARKA KIISKA
RACFAANKA _____

vs./iyo

_____,
Respondent/Eedaysanaha.

**RELATOR'S CERTIFICATE
OF SERVICE OF
THE PETITION FOR
WRIT OF CERTIORARI
ON THE AGENCY
SHAHAADADA ADEEGGA
EE DACWOODAHA EE
DACWADA RACFAANKA AH
EE KADHANKA AH
GO'AANKA AY GAARTAY
WAKAALADU**

STATE OF MINNESOTA
COUNTY OF _____
GOBALKA MINNESOTA
DEGMADA

I/Anigga oo ah, _____ (Name/Magaca), certify that
on/waxaan qirayaa in markay ahayd _____ (Date/Taariikhda), I served the
attached **petition for writ of certiorari** upon the following agency:/aan soo gudbiyay
dacwada lifaaqa kujirta **oo kadhanka ah xukun ay qaadatay** wakaalada soosocota:

(If you are filing your appeal under Chapter 14 of the Minnesota Statutes, your Petition for Writ of Certiorari must be served on the agency either in person or by certified mail. See Minn. Stat. § 14.64. List the agency name and address to which service was directed.)

(Hadaad buuxinayso racfaankaaga oo waafaqsan Cutubka 14 ee Xeerarka Minnesota, racfaankaaga kadhanka ah Xukunka Lagaaray waa in loogeeyaa wakaalada si toos ah ama loogu diraa boosto aqoonsi leh. Kafiiri Minn. Stat. § 14.64. Qor magaca wakaalada iyo ciwaanka aad macluumaadka udirayso.)

By the following method (choose one):

Adoo raacaaya qaabka soosocda (midkood dooro):

In person, by personally handing to and leaving with the person(s) listed above.

Si toos ah, adoo si shaqsi ah farta uga saaraaya ugana tagaaya shaqsigu (shaqsiyaadka) kor kuqoran.

(If this option is selected, someone other than relator must serve the documents and fill out this form.)

(Haddii dookhaan ladoorto, qof aan ka ahayn dacwoodaha waa inuu geeyaa dukumiintiyada uuna buuxshaa foomkaan.)

By certified mail, directed to the addresses for the agency listed above.

Boosto aqoonsi leh, laguna diraa ciwaanka wakaalada ee kor kuqoran.

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

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

(Signature/Saxiixa)

(Date/Taariikhda)

STATE OF MINNESOTA
IN THE COURT OF APPEALS
GOBALKA MINNESOTA

MAXKAMADA RACFAANADA

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

CASE TITLE/CIWAANKA KIISKA:

APPELLATE CASE #
NAMBARKA KIISKA
RACFAANKA _____

_____,
Relator/Dacwoode,

vs./iyo

_____,
Respondent/Eedayanaha.

**RELATOR'S CERTIFICATE
OF SERVICE BY MAIL OF
THE PETITION FOR WRIT
OF CERTIORARI
UNSIGNED WRIT,
STATEMENT OF THE CASE,
AND AGENCY DECISION**

**SHAHAADADA ADEEGGA
DACWOODAHA EE
BOOSTADA RACFAANKA
KADHANKA AH XUKUNKA
AAN GO'AANKIISA
LASAXIIXIN, CADAYNTA
KIISKA, IYO GO'AANKA
WAKAALADA**

STATE OF MINNESOTA
COUNTY OF _____
GOBALKA MINNESOTA
DEGMADA

I/Anigga oo ah, _____ (Name/Magaca), certify that
on/waxa qirayaa in markay ahayd _____ (Date/Taariikhda), I served the
attached **(1) petition for writ of certiorari, (2) unsigned writ of certiorari, (3)
statement of the case, and (4) decision from which appeal is taken**, on the following
persons by mailing to each of them a copy thereof, enclosed in an envelope, first-class
postage pre-paid, and by depositing the same in the United States Mail, directed to each
person as follows:/aan gudbiyay racfaanka **(1) lifaaqa kujira ee kadhanka ah xukunka,
(2) go'aanka xukunka aan lasaxiixin, (3) cadaynta kiiska, and (4) go'aanka aan
racfaanka kaqaadanaayo waxaa gaaray**, shaqsiyaadka soosocda anoo boosto ugu
diraaya midkasta oo ayaga kamid ah koobiga, kujira gal warqadeed, kuna diraaya

boostada heerka koobaad ee qarashkeeda horay loodhiibay, kuna diraaya isla koobigaas Boostada Maraykanka, ayadoo loogu diray qofkasta sida soosocota:

(If a party is represented, you must serve that party's attorney, not the party directly. List the name or title of the person(s) who received documents and their addresses):

(Haddii qolo wakiil laga yahay, waa inaad siisaa gal dacwadeedka qareenka qoladaas, uma diraysid kooxda si toos ah. Qor magaca ama darajada shaqsiga (shaqsiyaadka) helay dukumiintiga iyo ciwaanada ay dagan yihiin):

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

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

(Signature/Saxiixa)

(Date/Taariikhda)

STATE OF MINNESOTA
IN THE COURT OF APPEALS
GOBALKA MINNESOTA

MAXKAMADA RACFAANADA

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

CASE TITLE/CIWAANKA KIISKA:

APPELLATE CASE #
NAMBARKA KIISKA
RACFAANKA _____

_____,
Relator/Dacwoode,

vs./iyo

_____,
Respondent/Eedaysanaha.

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

STATE OF MINNESOTA
COUNTY OF _____
GOBALKA MINNESOTA
DEGMADA

I/Anigga oo ah, _____ (Name/Magaca), certify that
on/waxa qirayaa in markay ahayd _____ (Date/Taariikhda), I served the
attached **issued writ of certiorari (signed by the Clerk of the Appellate Courts)**, on
the following parties by mailing to each of them a copy thereof, enclosed in an envelope,
first-class postage pre-paid, and by depositing the same in the United States Mail,
directed to said party as follows:/aan ugudbiyay go'aanka **xukunka (uuna saxiixay
Karaaniga Maxkamadaha Racfaanka)**, aana ugudbiyay dhinacyada soosocda anoo ugu
diray boostada heerka koobaad ee lacagteda horay loobaxshay, isla dukumiintigaasna
udiray Boostada Maraykanka, taasoo loogu diray dhinacyada soosocota sidan soosocota:

(If a party is represented, you must serve that party's attorney, not the party directly. List the name or title of the person(s) who received documents and their addresses):
(Haddii qolo wakiil laga yahay, waa inaad siisaa gal dacwadeedka qareenka qoladaas, uma diraysid kooxda si toos ah. Qor magaca ama darajada shaqsiga (shaqsiyaadka) helay dukumiintiga iyo ciwaanada ay dagan yihiin):

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

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

(Signature/Saxiixa)

(Date/Taariikhda)

STATE OF MINNESOTA
IN THE COURT OF APPEALS
GOBALKA MINNESOTA

MAXKAMADA RACFAANADA

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

CASE TITLE/CIWAANKA KIISKA:

APPELLATE CASE #
NAMBARKA KIISKA
RACFAANKA _____

_____,
Relator/Dacwoode,

vs./iyo

_____,
Respondent/Eedayanaha.

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

STATE OF MINNESOTA
COUNTY OF _____
GOBALKA MINNESOTA
DEGMADA

I/Anigga oo ah, _____ (Name/Magaca), certify that on/waxa qirayaa in markay ahayd _____ (Date/Taariikhda), I served the attached **brief**, on the following parties by mailing to each of them a copy thereof, enclosed in an envelope, first-class postage pre-paid, and by depositing the same in the United States Mail, directed to said party as follows:/aan ugudbiyay **dacwada kooban ee lifaaqa kujirta**, aana ugudbiyay dhinacyada soosocda anoo ugu diray boostada heerka koobaad ee lacagteda horay loobaxshay, isla dukumiintigaasna udiray Boostada Maraykanka, taasoo loogu diray dhinacyada soosocota sidan soosocota:

(If a party is represented, you must serve that party's attorney, not the party directly. List the name or title of the person(s) who received documents and their addresses):
(Haddii qolo wakiil laga yahay, waa inaad siisaa gal dacwadeedka qareenka qoladaas, uma diraysid kooxda si toos ah. Qor magaca ama darajada shaqsiga (shaqsiyaadka) helay dukumiintiga iyo ciwaanada ay dagan yihiin):

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

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

(Signature/Saxiixa)

(Date/Taariikhda)