

# Filing a Family Law Appeal in the Minnesota Court of Appeals Gudbinta Racfaanka Sharciga Qoyska oo loo gudbiyo Maxkamada Racfaanka ee Minnesota

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

Baakadaan waxay tusmo guud kabixinaysaa racfaan kaqaadashada go'aanka kama danbaysta ah ee laxariira kataga qoyska (furniinka), masuuliyada waalidnimada, ama arin laxariirta waalidnimada. Tilmaamuhu waxay sharaxayaan talaabooyinka aad kubilaabayso racfaanka kadhanka ah maamulka iyo sida aad uga jawaabayso su'aalaha guud, laakiin **maaha** tilmaamo buuxa oo sharciga laga bixinaayo.

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

Fadlan akhri dhamaan baakadaan si taxadar leh. Haddii aadan fahin wax kamid ah talaabooyinka, ama aadan ogayn in foomamka kujira baakada ay kuhaboon yihiin xaaladaada, talo sharci uraadso qareenka. Shaqaalaha maxkamadu waxay awoodaan inay macluumaad guud kaasiyaan xeerarka maxkamada iyo hanaanada laraacaayo, laakiin **shaqaalaha maxkamadu kuma siin karaan talo sharci.**

**This packet includes/Buuggaan waxaa kujira:**

- Step-by-Step Instructions for Filing a Family Law Appeal  
Tilmaamaha Talaabo-talaabada ah ee qaabka aad Ubuuxinayso Racfaanka Sharciga Qoyska
- Form: Notice of Appeal  
Foomka: Ogaysiiska Racfaanka
- Form: Statement of the Case of Appellant  
Foomka: Bayaanka Kiiska Racfaan qaataha
- Form: Appellant's Certificate of Service by Mail of the Notice of Appeal and Statement of the Case  
Foomka: Shahaadada Adeegga ee Racfaan Qaataha ee Boostada Lagu diro Ogaysiiska Racfaanka iyo Bayaanka Kiiska
- Form: Appellant's Certificate of Service by Mail of Brief  
Foomka: Shahaadada Adeegga Racfaan qaataha 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 limited free legal advice about your appeal from a volunteer attorney. At the clinic, you can also get help filling out forms. The Appeals Self-Help Clinic is on the third Thursday of each month from 1:30-4:30 p.m. It is a walk-in clinic; no appointments are taken. For more information about the Appeals Self-Help Clinic, call (651) 297-7651.

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 xadidan oo uu kusiinaayo qareen mutadawac ah ama lagaa caawinaayo buuxinta racfaanka. Xarunta caafimaadka, waxaa sidoo kale lagaa caawinayaa buuxinta foomamka. Xarunta Caafimaad ee Racfaan Shaqsiga ah lagu Barto waxay furan tahay Khamiista sadexaad ee bilkasta laga bilaabo 1:30-4:30 p.m. waa xarun caafimaad oo la Iskasoo galo; looma baahna inaad balamo qabsato. Wixii macluumaad dheeri ah oo kusaabsan Xarunta Caafimaadka ee Caawimaada Racfaanka, wac (651) 297-7651.

## **Important Information about Family Law Appeals Macluumaadka Muhiimka ah ee Kusaabsan Racfaanada Sharciga Qoyska**

### **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.” That opinion will describe your appeal, the court’s decision in your appeal, and the reasons for that decision. **The opinion will be available to the public on the Minnesota Judicial Branch’s website.** After an opinion is issued, **it cannot be removed from the Internet.** This means that anyone who searches for your name on the Internet may be able to find and read the opinion. That opinion will include information about you and the issues involved in your appeal. Marka go’aan laga gaaro racfaankaaga, Maxkamada Racfaanadu waxay soosaaraysaa go’aan qoraal ah, oo looyaqaano “fikirka.” Fikirku wuxuu sharaxayaa racfaankaaga, go’aanka maxkamadu kagaartay racfaankaaga, iyo sababaha ay ugaartay go’aankaas. **Fikirku wuxuu ufurnaan doonaa dadwaynaha ayagoo ka arkaaya webseetka Waaxda Garsoorka ee Minnesota.** Kadib marka lasoo saaro bayaanka fikirka, **lagama saari karo interneetka.** Tani waxay kadhigan tahay in qofkasta oo magacaaga kabaara interneetka uu awoodi doono inuu helo uuna akhriyo fikirka. Fikirkaas waxaa kujiri doona macluumaad kusaabsan sida iyo arimaha kutaxaluqa racfaankaaga.

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

Racfaankaaga waxaa maamula [Hanaanka Sharciyada Minnesota ee Racfaanka, Sharciyada gaarka ah ee Shaqada Maxkamada Racfaankada ee Minnesota](#), Qawaaniinta Minnesota, Xukunada laxariira ee Maxkamada Sare ee Minnesota iyo Maxkamada Racfaanada ee Minnesota (xukunada maxkamada sare iyo maxkamada racfaanada waxaa mararka qaar loogu yeeraa “sharciga kiiska”). Qaar kamid ah qawaaniinta kuwaasoo qaban kara baabi’inta gurka, masuuliyada ilmaha, taageerada caruurta, waqtiga waalidnimada, iyo arimaha kale ee sharciga qoyska waxaa kamid ah: [Qawaaniinta Minnesota cutubyada 518, 518A, 518B, 518C, 518D, iyo 518E](#). Sharciyada iyo xeerarka kale ee laxariira. **Haddii aad matalayso naftaada, adigga ayaa masuul ka ah baarista xeerarka, qawaaniinta, iyo sharciga kiiska ee maamulaaya kiiskaaga. Shaqaalaha maxkamadu kuma siin karaan talo sharci.**

This packet includes simplified instructions for a family law appeal, but you should read the rules, statutes, and case law yourself for more information. You can find the rules, case law, and statutes at the Minnesota State Law Library (Room G25, Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155, or call 651-297-7651), and at public libraries. You can find the rules at the Minnesota Judicial Branch’s website: <http://www.mncourts.gov/About-The-Courts/SupremeCourt/CourtRules.aspx>.

Buuggaan waxaa kujira tilmaamo fudud oo kahadlaaya racfanaka sharciga qoyska, laakiin waa inaad adigu akhrisataa xeerarka, qawaaniinta, iyo sharciga kiiska si aad macluumaad dheeri ah u ogaato. 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. Waxaad kahelaysaa xeerarka Webseetka Waaxda Garsoorka ee Minnesota: <http://www.mncourts.gov/About-The-Courts/SupremeCourt/CourtRules.aspx>.

### **Filing Fees/Qarashaadka Buuxinta Racfaanka**

The appellant in a family law appeal must either pay a \$550 filing fee to the Clerk of the Appellate Courts, or obtain an order **from the district court** waiving that fee. An order from the district court waiving the filing fee is sometimes called an order granting permission to proceed “in forma pauperis” or granting permission to proceed “IFP.” See [Minn. R. Civ. App. P. 103.01, subd. 1; 109](#). Racfaan qaataha soo gudbiya racfaanka sharciga qoysku waa inuu ama dhiibaa \$550 oo qarashka gudbinta racfaanka ah oo lasiinaayo Karaaniga Maxkamadaha Racfaanka, ama uu soo qaataa amar **kasoo baxay maxkamada degmada** kaasoo qarashka looga dhaafaayo. Amar kasoo baxa maxkamada degmada oo kadhaafaaya codsadaha qarashka gudbinta racfaanka waxaa mararka qaar loogu yeelaa amar lagu fasaxaayo sii wadida racfaanka “in forma pauperis” ama bixinta fasaxa siiwadida “IFP.” *Kafiri* [Minn. R. Civ. App. P. 103.01, subd. 1; 109](#).

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

**Amar kasoo baxay maxkamada sare oo lagu cafinaayo qarashka gudbinta kiiska lamid maha amar lagu dhaafaayo qarashka gudbinta racfaanka.** Si aad uhesho amar lagaaga dhaafaayo qarashka gudbinta racfaanka, waxaa qasab ah inaad kacodsato **maxkamada degmada**. Waxaad ubaahan tahay amar cusub si lagaaga dhaafo qarashka racfaan gudbinta, **xataa haddii degmadu kaadhaaftay qarashka kiis gudbinta maxkamada degmada ee arimaha laxariira maxkamada degmada**. Haddii aad kadalbato maxkamada degmada amar ay kaaga dhaafayso qarashka gudbinta racfaanka, codsigaagu wa ainuu si gaar ah uqeexaa in qarashka gudbinta lagaaga dhaafo **si aad racfaan uqaadato**. Codsiga siiwadida IFP ee racfaanka waxaa sidoo kale kujiri kara codsi aad kudalbanayso in maxkamada degmadu kaadhaafto qarashka diyaarinta qoraalka kiiska racfaanka.

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

Haddii maxkamada degmadu diido codsigaaga ah in laga dhaafdo qarashka gudbinta racfaanka ama codsiga dhaafida qarashka diyaarinta qoraalka racfaanka, waxaad soojeedin ugudbin kartaa Maxkamada Racfaanada si ay dib ugu eegto diidmada maxkamada degmadu diiday codsigaaga (codsiyadaada).

Instructions and forms for requesting an order waiving fees for your appeal are found on the Minnesota Judicial Branch Website <http://www.mncourts.gov/GetForms.aspx?c=19&p=70>  
Tilmaamaha iyo foomamka aad kucodsanayso amarka lagaaga dhaafaayo qarashka gudbinta racfaanka waxaad kahelaysaa Websetka Laanta Garsoorka Minnesota: <http://www.mncourts.gov/GetForms.aspx?c=19&p=70>

## **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 a Family Law Appeal

## Tilmaamaha Talaabo-talaabada ah ee qaabka aad Ubuuxinayso Racfaanka Sharciga Qoyska

### Step 1: Calculate Your Appeal Deadline

#### Talaabada 1: Xisaabi Waqtiga Kama danbaysta ah ee Racfaankaaga

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

Guud ahaan, qolada codsanaysa racfaanka (oo loogu yeero “racfaan qaate”) waxay haysataa 60 maalmood inay racfaanka kusoo gudbiyaan. Marka muddada racfaanka ee 60 maalmood bilaabanayso waxay kuxirantahay nooca xukunka racfaanka laga qaadanaayo:

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

Haddii xukunka racfaanka laga qaadanaayo yahay xukun xaakim gaaray, muddada 60 maalmood ee racfaanku waxay bilaabmaysaa marka xukunka xaakimku gaaro. [Minn. R. Civ. App. P. 104.01, subd. 1](#). Muddada racfaanka xukunka xaakimka ee 60 maalmood ah ayaa bilaabmaysaa marka xukunku dhaco **xataa hadaan lagu sheegin in xukun dhacay**. Haddii xukunka racfaanka laga qaadanaayo uu kasoo baxo dacwadaha Hanaanka Dacwada Hanaanka Boobsiinka ah ee Taageerada Caruurta, *kafiiri* maqduuca 3 ee hoose.

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

Haddii xukunka racfaanka laga qaadanaayo uu yahay amar, udada 60 maalmood ee racfaanku waxay bilaabmaysaa marka qofka lasiiyo ogaysiis qoran oo muujinaaya in amar lasoo saaray. [Minn. R. Civ. App. P. 104.01, subd. 1](#). Haddii amarka racfaanka laga qaadanaayo uu kasoo baxo dacwadaha Hanaanka Dacwada Hanaanka Boobsiinka ah ee Taageerada Caruurta, *kafiiri* maqduuca 3 ee hoose.

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

Haddii xukunka racfaanka laga qaadanaayo uu yahay midkood xukun xaakim ama amar kasoo baxay dacwadaha Hanaanka Boobsiiska ah ee Dcwada Taageerada Caruurta, mudada 60 maalmood ee racfaanku waxay bilaabmaysaa taariikhda xaakika maxkamada degmadu uu dhinacyada siiyo ogaysiiska ah in amar soo baxay ama ogaysiiska in xukun dhacay. [Minn. R. Gen. Prac. 378.01](#).

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

Soojeedinada qaarkood ee loodiyo maxkamada degmada ama Hanaanka Dacwada Boobsiiska ah ee Taageerada Caruurta ayaa kordhinaaya waqtiga racfaanka looga qaadanaayo xukun ama amar **laakiin kaliya waxay taasi dhacaysaa hadii soojeedintu tahay mid waqti sax ah lasoo gudbiyay oo kuhaboon waqti kordhin**. *Kafiri* [Minn. R. Civ. App. P. 104.01](#), subd. 2; [Minn. R. Gen. Prac. 378.01](#).

- Determine the type of ruling that is being appealed (1. judgment, 2. order, or 3. any ruling arising out of the Expedited Child Support Process) and the date that starts the 60-day period: Go'anso nooca xukunka racfaanka aad kaqaadanayso (1. xukun xaakim, 2. amar, ama 3. ama xukun kasta oo kadhaha Hanaanka Dacwada Boobsiiska ah ee Taageerada Caruurta) iyo taariikhda ay bilaabmayso muddada 60 maalmood ah:
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### 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. Instead, start counting the next day (for example, if judgment was entered on Monday July 1, 2019, do not count that day; the first day of the 60-day period to appeal that judgment is Tuesday July 2, 2019).

Haku darin xisaabta maalinta munaasabada ee mudadu bilaabmayso. Taas badalkeed, kabilooow xisaabta maalinta xigta (tusaale, hadii xukunku dhacay Isniinta Luuliyo 1, 2019, maalintaas hatirin; maalinta koobaad ee mudada 60 maamood ah ee racfaanka kadhanka ah xukunku waxay bilaabmaysaa Talaadada Luuliyo 2, 2019).

- Continue counting calendar days. **Do not skip weekends. Do not skip legal holidays** (see below for legal holidays).

Siiwad tirinta maalmaha kalaandarka. **Haka boodin maalmaha dhamadka asbuuca. Haka boodin maalmaha fasaxa sharciga ah** (*kafiiri* hoos maalmaha fasaxa sharciga).

- If the last day of the appeal period is a Saturday, Sunday, or legal holiday, then the deadline for filing the appeal is the next day that is not a Saturday, Sunday, or legal holiday.

Haddii maalinta ugu danbaysa mudada racfaanku ay tahay Sabti, Axad, ama maalin fasax sharci ah, markaas maalinta kama danbaysta ah ee buuxinta racfaanku waa maalinta xigta oo aan ahayn Sabti, Axad, ama fasax sharci ah.

- For the purpose of calculating deadlines, legal holidays for the appellate courts are: 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; an  
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

On or before the deadline you calculated in this step, the ***Notice of Appeal*** for your appeal must be **filed** with the Clerk of the Appellate Courts and **served** on all respondents (steps 2-5 provide instructions for filing and serving documents).

Markay tahay ama kahor intaan lagaarin taariikhda kama danbaysta ah ee aad kuxisaabisay talaabadaan, ***Ogaysiiska Racfaanka ee racfaankaagu*** waa in **lagudbiyaa** loona dhiibaa Karaaniga Maxkamadaha Racfaanka lana siiyaa **dhamaan** dhinacyada dacwada iskadifaacaaya (talaabooyinka 2-5 ayaa kusiinaaya tilmaamaha buuxinta iyo qaybinta dukumiintiyada).

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

**Ogsoonow: Maxkamada Racfaanadu *ma* kordhin karto waqtiga kama danbaysta ah ee racfaanka. Haddii aadan gudbin aadana qaybin *Ogaysiiskaaga Racfaanka* muddada loo asteeyay, racfaankaaga waa latuurayaa.**

**Step 2: Fill out the *Notice of Appeal* and *Statement of the Case***  
**Talaabada 2: Buuxi *Ogaysiiska Racfaanka* iyo *Bayaanka Kiiska***

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

buuxi ***Ogaysiiska Racfaanka***. ***Ogaysiiska Racfaanka*** waa dukumiinti usheegaysa maxkamada racfaanada iyo dhinacyada kale ee kiiskaaga kujira (oo loogu yeero “eedaysane” ama “eedaysanayaal”) in aad racfaan qaadanayso. Foomka ***Ogaysiiska Racfaanka*** ayaa kulifaaqan baakadaan.

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

Buuxi ***Bayaanka kiiska***. ***Bayaanka Kiiska*** waa dukumiinti ay kujiraan dhawr su’aalood oo kusaabsan racfaankaaga **si aad si kooban** ugu sharaxdo kiiskaaga iyo sababaha aad u aaminsantahay in go’aanku ahaa mid khaldan. ***Bayaankaaga Kiiska*** waa inaysan kujirin doodo faahfaahsan oo laxariira sababta aad u aaminsan tahay in go’aanku khaldan yahay. Waxaad dooda oo faahfaahsan kuqoraysaa ***Dacwadaada kooban***. Hakusoo lifaaqin wax dukumiintiyo dheeri ah ***Bayaankaaga Kiiska***. Foomka ***Bayaanka Kiiska*** wuxuu kulifaaqan yahay baakadaan.

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

Su’aalaha qaar oo kujira ***Bayaanka Kiiska*** waxay kaaga baahan karaan inaad samayso baaritaan kooban oo sharci kahor intaadan kajawaabin. Tilmamaha buuxinta foomkaan oo faahfaahsan waxaa laga heli karaa <https://mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab04Forms>.

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

Su’aasha 8 ee ***Bayaanka Kiisku*** wuxuu kuwaydiinayaa inaad codsanayso dood afka ah ee racfaankaaga, laakiin **dood afka ah lama ogola haddii aan labada dhinac wax kamid ah haysan qareen**.

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

Su'aasha 9 ee ***Bayaanka Kiiska*** waxay kuwaydiinaysaa nooca dacwada ***kooban*** ee aad kugudbinayso racfaankaaga: dacwad kooban oo rasmi ah, mid aan rasmi ahayn, ama heshiis sharci kaasoo horay loogu gudbiyay maxkamada degmada adoo so raacinaaya waraaq kooban oo dood ah una diraaya Maxkamada Racfaanada. Dacwad ***kooban*** waa dukumiinti aad hadhoow qorayso oo laxariira hanaanka racfaanka kaasoo aad (a) qeexayso xaqiiqooyinka kiiskaaga; (b) aad kusheegayso meesha aad kiiska kasoo qaynuunada, xeerarka iyo sharciga kiiska ee aad cuskanayso si aad u aaminto in go'aanka kiiskaaga laga gaaray uu ahaa mid khaldan. Kafiiri Talaabada 9 ee bogga 31 si aad uhesho macluumaad kusaabsan noocyada kaladuwan ee dacwada ***kooban*** ee aad kugudbinayso racfaankaaga.

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

Buuxi dhamaan meelaha banaan ee foomamka. Haddii aad kusoo gaba gabayso in su'aal laxariirta ***Bayaanka Kiiska*** aysan qusayn racfaankaga, saar “ima qusayso” qaybta kuhaboon ee aan kuqusayn. Haddii aadan buuxin dhamaan meelaha banaan, Karaaniga Maxkamadaha Racfaanka ayaa kuguso celin kara foomka (foomamka), **tani waxayna qasbaysaa inaad haleeli waydo waqtigii udagsanaa in racfaankaaga laqaado.**

**Step 3: File the *Notice of Appeal* and *Statement of the Case***  
**Talaabada 3: Gudbi *Ogaysiiska Racfaanka* iyo *Bayaanka Kiiska***

“Filing” means submitting or delivering documents to the Office of the Clerk of the Appellate Courts. Filing the *Notice of Appeal* 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. Buuxinta *Ogaysiiska Racfaanku* 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 sending the documents to the Clerk of the Appellate Courts **by U.S. Mail**, addressed to:

Dhinacyada **aan lahayn qareenka** waxay kusoo gudbin karaan dukumiintiyada una diraaya dukumiintiyada Karaaniga Maxkamadaha Racfaanka, kuna diraaya **ciwaanka Boostada Maraykanka**:

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

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

Markaad boostada kudirayso, dukumiintiga waxaa loo aqoonsanayaa mid “waqtiga saxda” ah ladiray haddii **lagu diro Boostada Maraykanka** watiga loocayimay, ayagoo lasoo raacinaayo boosto kufilan iyo ciwaan sax ah. Dukumiinti lasoo galiyay **Boostada Maraykanka** ayagoo lasoo raacinaayo boosto kufilan iyo ciwaan sax ah **waxaa lagu gudbinayaa “waqtiga saxda” ah inkastoo Karaaniga Maxkamadaha Racfaanka uusan heli doonin dukumiintiga isla maalinta aad galiso Boostada Maraykanka.**

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

**Si aan ufududayno, baakadaan waxaa kaliya kujira foomka iyo tilmaamaha kugudbinta racfaanka Boostada Maraykanka. Baakadaan waxay uqaadanaysaa inaad racfaanka kudirayso Boostada Maraykanka.** Hase yeeshee, waxaa jiro, labo qaab oo kale ood kugudbin karto:

- 1) **Hand-delivering** them to the Clerk of the Appellate Courts during business hours (8:00 a.m. to 4:30 p.m. weekdays), or

**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), ama

- 2) **Submitting them electronically** through the appellate courts' e-filing system (the appellate courts' e-filing system is called "E-MACS"). Once you start to use E-MACS to file documents in an appeal, you must continue to do so for the remainder of the appeal – you cannot later choose to file in person or by mail. (**Note: All attorneys are required to use E-MACS and cannot file documents by mail or by hand-delivery to the Clerk of the Appellate Courts.**)

**Inaad si oonleen ah kudirto** adoo adeegsanaaya hanaanka dukumiintiyada oonleena loogu diro ee (maxkamadaha racfaanka oo loo yaqaano "E-MACS"). Marka aad biloowdo isticmaalka E-MACS si aad ugu gudbiso dukumiintiyada racfaanka, waa inaad sii wadaa isticmaalkiisa inta kahartay racfaanka – hadhoow madooran kartid inaad kugudbiso si toos ah ama boosto caadi ah. (**Ogsoonow: Dhamaan qareenada waxa alaga doonayaa inay adeegsadaan E-MACS kumana diri karaan dukumiintiyada boostada ama si toos ah uguma gayn karaan Karaaniga Maxkamadaha Racfaanka.**)

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

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](http://www.mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab05AppellateFiling)). Wixii tilmaamo dheeri ah oo laxariira gudbinta, *kafiiri* [Minn. R. Civ. App. P. 125.01](#).

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

**Karaaniga Maxkamadaha Racfaanku ma aqbali karo dacwad lagusoo diray fakiska ama iimeelka.**

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

Labo koobi kalabax midkasta oo kamid ah dukumiintiyada soosocda: **Ogaysiiska Racfaanka** iyo **Bayaanka Kiiska**, iyo go'aanka (go'aanada) aad racfaanka kaqaadanayso. Hayso koobiga dukumiinti kasta oo gasho diiwanakaga. Koobiga kale waa in lasiiyaa eedaysanaha (*Kafiiri* Talaabada 4 tilmaamaha laxariira bixinta dukumiintiyada). Haddii racfaankaagu laxariiro eedaysanayaal badan, waa inaad koobiyo dheeri ah kabixisaa foomamka si aad hal koobi usiiso dukumiinti kasta eedaysane kasta.

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

Gudbi **originaal** **Ogaysiiska Racfaankal** iyo dukumiintiga orijinaalka ah ee **Bayaanka Kiiska**, iyo sidoo kale koobiga go'aanka (go'aanada) aad racfaanka kaqaadanayso, adoo ugudbinaaya karaaniga Maxkamadaha Racfaanka uguna diraaya boostada ciwaankeedu kor kuyaalo.

**Step 4: Serve the documents on respondent(s)**  
**Talaabada 4: Udir dukumiintiyada dhinacyada eedaysanayaasha ah**

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

Markasta oo aad dirto dukumiinti aadna udirto karaaniga Maxkamadaha Racfaanka si aad racfan uqaadato, waa in sidoo kale koobiga dukumiintigas loodiraa dhamaan dhinacyada racfaanka kujira xiliga ama kahor xiliga aad racfaanka gudbinayso. Inaad koobi siiso dhinacyada kale waxaa layiraahdaa “adeeg.”

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

**Arin muhiim ah: Waxaa qasab ah inaad gudbisa *Ogaysiiska Racfaankal* aadna udirtaa eedaysanayaasha marka lagaaro xiliga aad kuxisaabisay Talaabada 1, ama racfaankaaga waa ladiidayaa.**

- Choose your method of service (*see* instructions below). For **each party** on whom who you need to serve documents, follow these steps to decide how to serve **that party**:  
 Dooroo nooca adeegga (*kafiiri* tilmaamaha hoose). Dhinac **kasta** oo ubaahan in dukumiintiyada lasiiyo, raac talabooyinkaan si aad ugo’ aamiso sida aad adeeg usiin karto **dhinacaas**:

**General Instructions for “Service”/Habraciyada guud ee "Gudbinta Waraaqaha"**

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.

Haddii qofka kale haysto qareen, dacwada u dir qareenka qofka ee ha u dirin qofka. Haddii uusan qofka kale haysan qareen, waraaqaha toos ugu dir qofkaas.

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

Ma waxaad ku soo dirsatay *Ogeysiiska Racfaanka* iyo *Qoraalka Dacwada* habka internetka ee EMACS **OO** qofkaad u direyso ma ka diiwaan gashan yahay habka E-MACS?

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

Haddii aad **HAA** uga jawaabtay labada su'aalood ee kore, markaas qofka kale waa in aad ugu gudbiso habka internetka ee E-MACS.

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

Haddii aad **MAYA** uga jawaabtay labada su'aalood ee kore midkood, markaas waxaad waraaqaha ku soo gudbisay gacanta ama boostada oo waa in aad doorataa mid ka mid ah habka gudbinta waraaqaha ah ee hoose:

**(1) In person** (“personal service”): Have another person hand-deliver the document. The person who hand-delivers the document must be 18 years or older and not a party to the appeal. **You cannot serve a party in person yourself.**

**Si shakhsi ah** (“gacan ka dhiibid”): In uu qof kale gacanta ku geeyo waraaqaha. Qofka geynaya waraaqaha dacwada waa in uu gaaray ama ka weyn yahay 18 jir oo waa in uusan qeyb ka ahayn racfaanka. **Adigu si shakhsi ah uguma geyn kartid qofka kale.**

**(2) By mail:** Deposit the documents, correctly addressed, in the U.S. Mail, with adequate first-class postage. You may serve documents by mail yourself.

**Boostada:** Waraaqaha in la diro, si sax ah loogu qoro cinwaanka, oo Boosto ah Mareykanka, oo wakhtiga waa in uu ku filnaado dirista ah heerka koobaad. Adiga ayaa waraaqaha ku diri kara boostada.

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

Haddii ay dadkaasi rabaan qaab kale, sida inaad ugu dirto boostada internetka (email) ama fakis, sidaas ayaad ugu gudbin kartaa. Faahfaahin dheeraad ah oo ah dirista waraaqaha, ka eego [Minn. R. Civ. App. P. 125.02 iyo 125.03](#).

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

Sii eedaysanaha koobiga (1) *Ogaysiiska Racfaanka*, (2) *Bayaanka Kiiska*, iyo (3) koobiga go'aanka aad racfaanka kaqaadanayso.



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

**Fill out and file a *Certificate of Service***

**Talaabada 5: Hadaad wax dukumiintiyaha ah kudirtay boostada ama qaab kale oo aan E-MACS 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 party or parties to the appeal. This is called “proof of service.” Documents served electronically (via E-MACS) do not require a separate document showing proof of service.

**Dukumiinti** kasta oo loodiyo Karaaniga Maxkamadaha Racfaanka si dacwad loo qabto waa in lasoo raaciyaa cadaayn sheegaysa in dukumiintiga lasiiyo dhinaca ama dhinacyada kale ee racfaanka kujira. Tan waxaa looyaqaanaa “cadaaynta adeegga.” Dukumiintiyada qaabka oonleenka ah lagu gudbiyay (adoo adeegsanaaya E-MACS) uma baahna dukumiinti gaar ah oo muujinaysa cadaaynta adeegga.

**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.

**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.

**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 inaan *Caddeynta Gudbinta* la iska rabin in lagu saxiixo qofka notaayada saaraya hortiiisa.

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 intarnetka ahayn, waa in aad raacdo waxa ku qoran bogga dambe si aad u soo dirto caddeynta gudbinta waraaqaha.

- A person who serves documents by mail must complete and sign the form titled ***Certificate of Service by Mail***. A ***Certificate of Service by Mail*** form is included with this packet. Qofka bixinaaya dukumiintiyada kuna diraaya boostada waa inuu buuxiyaa uuna saxiixaa foomka ciwaankiisu yahay ***Shahaadada Adeegga Lagu diro Boostada***. Foomka ***Shahaadada Adeegga Lagu diro Boostada*** wuxuu kujiraa baakadaan.

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

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

1. The parties' names and appellate file number (if an appellate file number has not been assigned yet, leave this portion of the form blank);  
Magacyada kooxaha iyo nambarka faylka racfaanka (haddii an wali lagu siin nambarka faylka racfaanka, qaybtaan foomka kamid ah kagudub ayadoo banaan);
2. County where the ***Certificate of Service*** form was signed;  
Degmada foomka ***Shahaadada Adeegga*** 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 Certificates of Service included with this packet, the titles of the documents are already filled in);  
Ciwaanada dukumiintiyada lagudbiyay (ee kuqoran Shahaadooyinka Adeegga ee 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.**

- 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 *Notice of Appeal* and *Statement of the Case*, you will also file your *Certificate of Service* electronically using E-MACS (even if you **served** your documents by mail or in person). The *Certificate of Service* must be uploaded as a **separate** PDF or Word document – do **not** combine the *Certificate of Service* with any of your other documents into a single PDF or Word document.  
Haddii aad adeegsatay E-MACS si aad oonleen ahaan **ugu gudbiso** foomka *Ogaysiiska Racfaanka, iyo* Bayaanka Kiiska, waxaad sidoo kale gudbinaysaa *Shahaadada Adeegga* ood 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** *Shahaadada Adeegga* mid kamid ah dukumiintiyada kale adoo kadhigaaya hal PDF ama Word.
- If you filed your *Notice of Appeal* and *Statement of the Case* by hand delivery or by mail, you may also file your *Certificate of Service* by hand delivery or by mail.  
Haddii aad kugudbisay *Ogaysiiska Racfaankaiyo Bayaanka Kiiska* si toos ah ama aad boostada kudirtay, waxaad sidoo kale kugudbin kartaa *Shahaadada Aanka 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: Order the transcript (if applicable)**  
**Talaabada 6: Qoraal kale haddii uu muhiim yahay**

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

Marka laga tago warbixinta kooban ee dhinacyada, “diiwaanka maxkamada degmada” waa warbixinta kaliya ee Racfaanada Maxkamada ku tixgelinayso racfaan. Diiwaanka maxkamada degmada waxaa ku jiro waraaqaha lagu xareeyay maxkamada degmada iyo cadeymo lagu isticmaalay dhageysiga garsooraha maxkamada degmada, ama rifariiga ama Maxkamada Taageerada Caruurta (CSM).

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

Diiwaanka maxkamada degmada waxaa sidoo kale ku jiri karo *qoraalka* dhageysiga (dhageysiyada) garsooraha maxkamada degmada hortiisa, rifariiga, ama CSM ka. Qoraalku *waa* koobiga qoran ee wixii laga sheegay dhagaysiga dacwadaada ayna sheegeen dhamaan marqaatiyasha, dhinacyada dacwada, qarenada, iyo sidoo kale xaakimka, rifariiga, ama CSM. Haddii dhagaysi lagu sameeyay kiiskaaga, waxaad dalban kartaa *qoraalka* wixii laga sheegay dhagaysiga kiiska. Qoraalka *lama* diyaarsho inaad codsato maahee. Haddii aad u baahatid qoraal rafcaankaaga, waa inaad codsataa 14 maalmood gudahood laga soo bilaabo markaad gudbisay **Ogaysiiska Racfaanka**. [Minn. R. Civ. App. P. 110.02](#). There a fee for preparation of a transcript. If you can’t afford the transcript preparation fee, you can request that the fee be waived by filing, in the district court, a *Motion to Proceed In Forma Pauperis*. Call court administration at the district court to request instructions for having the district court waive your transcript fees.

Waxaa jiro qarash kubaxaaya diyaarinta qoraalka. Haddii aadan iskabixin karin qarashka diyaarinta qoraalka, waxaad codsan kartaa in qarashka lagaa dhaafto adoo ugudbinayaa, maxkamada degmada, **Soojeedin ah in Racfaanka laguusii wado (In Forma Pauperis)**. Wac maamulaha maxkamada ee maxkamada jooga si aad ucodsato tilmaamaha aad uga dalbanayso in maxkamada degmadu kaadhaafto qarashka qoraalka.

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

Go’anso inaad ubaahan tahay iyo inkale qoraalka dhagaysiga dacwada. 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.

If you decide you **do NOT** need a transcript for your appeal, skip to Step 7.  
Haddii aad go'aansato in **AADAN ubaahnayn** qoraalka racfaanka, ubood Talaabada 7.

If you **DO** need a transcript, follow the checklist below.  
Haddii **AADAN** ubaahnayn qoraal, raac tilmaanta hoose.

- For each hearing you are requesting a transcript of, gather this information:  
Dhagaysi kasta oo aad codsanayso qoraalkiisa, soo aruurso macluumaadkaan:

- (1) District court case file number for your case: \_\_\_\_\_  
Nambarka faylka kiiska maxkamada degmada ee kiiskaaga:
- (2) Names of the parties/Magacyada dhinacyada racfaanka: \_\_\_\_\_
- (3) Date of the hearing(s)/Taariikhda dhagaysiga (dhagaysiyada) lasameeyay: \_\_\_\_\_
- (4) Name of the judge(s), referee(s), or CSM(s) at the hearing(s): \_\_\_\_\_  
Magaca xaakimka (xaakimyada), rifiriiga (rifiriyada), CSM (yada) qabanaaya  
dhagaysiga (dhagaysiyada):

You will need to provide this information when you request the transcript.  
Waxaad ubaahan tahay inaad keento macluumaadkaan markaad codsato qoraalka.

- Call court administration at the district court where your hearing took place and get instructions on how to request a transcript. You can find contact information for the district court at <http://www.mncourts.gov/Find-Courts.aspx>.  
Wax maxkamada maamulka ee degmada maxkamada halkaasoo dhagaysigaagu kadhacay aadna uhesho tilmaamo laxariira sida aad ucodsanayso qoraalka. Waxaad kahelaysaa macluumaadka xariirka ee maxkamada degmada barta <http://www.mncourts.gov/Find-Courts.aspx>.

- Follow court administration's instructions to request a transcript.  
Raac tilmaamaha maamulka maxkamada si aad ucodsato qoraal.

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

Dhiib qarashka qoraalka. Kadib markaad dirto codsigaaga qoraalka, wariyaha maxkamada ayaa kulasoo xariiraaya, kadibna kuusheegaaya qarashka lafilaayo inay kubaxdo diyaarinta qoraalka iyo xiliga lafilaayo in qoraalku diyaar noqdo. Qarashka waa in ladhiiibaa **kahor** intaan qoraalka ladiyaarin. Haddii aadan iskadhiibi karin qarashka qoraalka, wac maamulaha maxkamada ee maxkamada jooga kana codso tilmaamaha aad uga dalbanayso in maxkamada degmadu kaadhaafto qarashka qoraalka.

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

Sii wariyaha maxkamada magacyada iyo macluumaad lagala xariiraayo dhinaca ama dhinacyada kale ee kujira racfaanka, si uu wariyaha maxkamadu usiiyo koobiyada qoraalka. **Waa waajib saaran racfaan qaataha inuu dalbado koobiyada qoraal kasta oo laga diyaarshay racfaanka kuwaasoo lasiinaayo dhamaan dhinacyada kale ee racfaanka kujira.**

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

Wariyaha maxkamada ayaa gudbinaaya **Shahaadada Qoraalka**, kaasoo adigga iyo wariyaha maxkamada labadiinuba saxiixaysaan. **Shahaadadaan Qoraalku** wuxuu usheegayaa Maxkamada Racfaanada inaad codsatay qoraalka aadna lacagta siinayso wariyaha maxkamada. *Kafiri* [Minn. R. Civ. App. P. 110.02](#). Shahaadada **Qoraalka** waa inay kujiraan:

- (1) The date you requested the transcript from the court reporter  
Taariikhda aad codsatay qoraalka aadna kadalbatay wariyaha maxkamada
- (2) An estimated date that the court reporter will complete the transcript, deliver it to the parties, and file it with the district court;  
Taariikhda laqiyaasaayo in wariyaha maxkamadu kudhamaynaayo qoraalka, uu kusiinaayo dhinacyada, uuna ugu gudbinaayo maxkamada degmada;
- (3) Your signature (if you are acting as your own attorney); and  
Saxiixaaga (haddii aad adigu qareen isku tahay); iyo
- (4) The signature of the court reporter.  
Saxiixa wariyaha maxkamada.

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

Gudbi oo sii **Shahaadada Qoraalka** Karaaniga Maxkamadaha Racfaanka, ama xaqiiji in wariyaha maxkamadu uu qorshaynayo inuu gudbiyo uuna kusiiyo shahaadada.

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

Kadib marka wariyaha maxkamadu helo qarashka, wariyaha maxkamadu wuxuu diyaarinayaa qoraalka kadibna wuxuu siinayaa adigga iyo dhinacyada kale ee racfaanka kujira si oonleen ah ama Boostada Maraykanka. Wariyaha maxkamada ayaa sidoo kale udiraaya koobiga qoraalka maxkamada degmada una gudbinaaya **Shahaadada Qoraalka** Karaaniga Maxkamadaha Racfaanka asagoo xaqiijinaaya in qoraalka loo gudbiyay maxkamada degmada.

## Step 7: Family Law Appellate Mediation

### Talaabada 7: Dhexdhexaadinta Racfaanka Sharciga Qoyska

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

Dhamaan racfaanada sharciga qoyska dib u eegis ayaa lagu samaynayaa si loohubiyo inay kuhaboon yihiin Dhexdhexaadinta Racfaanka Sharciga Qoyska. Ilaa in maxkamadu go’aan kugaarto maahee in racfaankaagu uusan kuhaboonayn dhexdhexaadin (tusaale ahaan, haddii xariirka kaala dhexeeya eedaysanaha uu yahay rabshad qoyska kadhacday), Maxkamada Racfaanadu waxay sosaaraysaa **Amar** “hakinaaya” racfaankaaga (si kumeelgaar ah uhakinaaya racfaankaaga) kadiba ugudbinaysa racfaankaaga barnaamijka Dhexdhexaadinta Racfaanka Sharciga Qoyska. Haddii racfaankaaga loogudbiyo barnaamijka Dhexdhexaadinta Racfaanka Sharcig Qoyska, waxaa laguusoo dirayaa baakad ay kujiraan sadex dukumiinti:

- 1) An **Order** referring your appeal to the Family Law Appellate Mediation program, and staying the processing of your appeal;  
Oo ah **Amar** ugudbinaaya racfaankaaga barnaamijka Dhexdhexaadinta Racfaanka Sharciga Qoyska, hakadna galinaaya hanaanka racfaankaaga;
- 2) A **Confidential Information Form**; and  
A **Foomka Macluumaadka Qarsoodiga ah**; iyo
- 3) **Confidential Mediator Selection Form** from the Family Law Appellate Mediation coordinator.  
**Foomka Qarsoodiga ah ee Xulashada Dhexdhexaadiyaha** oo uu soo diraayo iskuduwaha Dhexdhexaadinta Racfaanka Sharciga Qoyska.

After you receive this packet/Kadib markaad hesho baakadaan:

- Fill out **Confidential Mediator Selection Form** by ranking the mediators from the one you prefer most to the one you prefer least.  
Buuxi **Foomka Qarsoodiga ah ee Xulashada Dhexdhexaadiyaha** adoo dhexdhexaadiyaasha ukala hormarinaaya laga bilaabo kaad ugu kalsoontahay ilaa kan aad ugu kalsooni yartahay.
- Fill out the **Confidential Information Form** (on this form, you will have the opportunity to indicate whether you believe your appeal is inappropriate for mediation).  
Buuxi **Foomka Macluumaadka Qarsoodiga ah** (foomkaan dhexdiisa, waxaad fursad uhelaysaa inaad sheegto inaad aaminsan tahay in racfaankaagu kuhaboon yahay dhexdhexaadin iyo inkale).



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

Boostada, iimeelka, ama fakiska ugu dir labada foom ciwaanka kuqoran foomamka. **Hakudirin oonleen foomamkaan. Fomamkaan waa kuwo qarsoodi ah waana, haddii aad racfaanka kuxaliso dhexdhexaadin iyo haddii kale toona, foomamaan *lagumasoo* dari doono faylkaaga racfaanka.**

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

Kala shaqee iskuduaha barnaamijka si uu kuugu qabto taariikhda iyo waqtiga shirka dhexdhexaadinta kahoreeya ee aad wicitaanka kula yeelanayso dhexdhexaadiyaha. Wicitaankaan wuxuu udhaxeyaa dhinacyada iyo dhexdhexaadiyaha. Inta lagu jiro wicitaankaan, waa inaad uga hadashaa arimaha kujira racfaanka, wixii baahiyo gaar ah ee loogu baahan yahay kulanka dhexdhexaadinta, meesha lagu qabanaayo dhexdhexaadinta, waxa ay tahay inaad kafilato dhedhexaadinta, aadna uqabsato taariikhda rasmiga ah ee dhexdhexaadinta.

- Attend mediation and pay the mediator.

Kaqaybgal dhexdhexaadinta bixina qarashka dhexdhexaadiyaha.

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

Kadib dhexdhexaadinta, dhexdhexaadiyaha ayaa soo sheegaaya natiijada dhedhexaadinta uga gudbinaaya iskuduana barnaamijka. Haddii aa awooday inaad xaliso khilaafkiina intii lagu jiray dhexdhexaadinta, racfaankaagu halkaas buu kudhamaanayaa. Maxkamada Racfaanada ayaa soosaaraysa **Amar** lagu xiraayo racfaanka. Dhexdhexaadiyahaaga ayaa bixin kara tilmaamo aad kuheli karto amarka maxkamada degmada oo sheegaaya in adiga iyo eedaysanuhu aad heshiis kugaarteen qaab dhexdhexaadin ah.

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

Haddii aad awoodi waydaan inaad khilaafkiina kuxalisaan dhexdhexaadin, Maxkamada Racfaanadu waxay adeegsan doontaa **Amar** kaasoo sheegaaya in hakinta racfaankaagu “dhamaaday.” **Amarku** wuxuu badanaa sheegi doonaa mudooyin cusub oo lagu diyaarinaayo qoraal iyo/ama dacwadaha kooban ee racfaanka.

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

Wixii macluumaad ah oo kusaabsan dhexdhexaadinta racfaanka, *kafiiri* [Mawduuca Caawimaada Barnaamijka FLAM](#) iyo [Xeerkara Gaarka ah ee Hanaanka Dhexdhexaadinta Racfaanka Sharciga Qoyska](#).

### **Step 8: Calculate the Deadline for your *Brief***

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

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

Doodaada qoran ee laxariirta racfaanka waxaa loogu yeeraa “dacwad kooban.” Adoo ah racfaan qaate (dhinaca racfaanka diraaya), **waa inaad gudbisaa *dacwad kooban*, haddii kale racfaankaaga waa ladiidayaa.** *Kafiiri* [Minn. R. Civ. App. P. 142.02](#). Waxaad masuul katahay xisaabinta iyo lasocoshada waqtigaaga kama danbaysta ah – shaqaalaha maxkamadu kuuma qaban karaan shaqadaas.

***See Step 1 for specific instructions for calculating deadlines.***

***Eeg Tallaabada 1 habraacyo gaar ah oo lagu xisaabinayo kama-danbeysta.***

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

Taariikhda kama danbaysta ah ee ***dacwadaada kooban*** waxay kuxiran tahay inaad codsatay qoraal iyo, haddii aadan codsan qoraal, marka lakeeno (*Kafiiri* [Minn. R. Civ. App. P. 131.01, subd. 1](#)). Haddii racfaankaaga loo gudbiyay Dhexdhexaadinta Racfaanka Sharciga Qoyska, ***Amarka*** dib loogu furaayo racfaankaaga ayaa dajin kara jadwal cusub oo ku aadan diyaarinta qoraalka racfaankaaga, ama ***Amarku*** wuxuu xataa dajin karaan mudada aad kukeenayso dacwadaada kooban.

**Did you request a transcript  
for your appeal?  
Ma soo codsatay qoraalka  
dacwada ee racfaankaaga?**

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

Haddaad tiri **MAYA**, markaas waqtiga kama-dambeysta ah ee dirista iyo xareynta *dacwada kooban* waa **30 maalmood** laga bilaabo taariikhda aad soo gudbisay *Ogeysiiska Racfaanka*.

Date you filed the *Notice of Appeal*: \_\_\_\_\_.

Taariikhda aad soo dirsatay *Ogeysiiska Racfaanka*

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

**KU-DAR 30 maalmood** (haddii uusan jirin *Amar* ah kama-dambeys wakhti kale dhexdhexaadin ka dib)

The deadline for my brief is \_\_\_\_\_.

Kama-dambeysta dacwadeyda kooban waa.

**Did you request a transcript  
for your appeal?  
Ma soo codsatay qoraalka  
dacwada ee racfaankaaga?**

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

Haddaad tiri **HAA**, ma waxaa qoraalka laguugu soo diray **intarnetka** mise **boostada**?

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

Haddii qoraalka laguugu soo diray **INTARNETKA** markaas kama-dambeysta buuxinta iyo xareynta *dacwadaada* waa **30 maalmood** laga bilaabo markaad heshay qoraalka, ama **30 maalmood + 1 maalin oo shaqo** haddii aad qoraalka heshay 5:00 galabnimo ka dib.

Date and time you received the transcript: \_\_\_\_\_

Taariikhda iyo wakhtiga aad heshay qoraalka

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

Haddii qoraalka laguugu soo diray **BOOSTADA** markaas kama-dambeysta buuxinta iyo xareynta *dacwadaada* waa **30 maalmood + 3 maalin oo shaqo** laga bilaabo marka maxkamaddu ay sheegtay in ay qoraalka kuu soo dirtay.

- Date the transcript was mailed to you (postmark date): \_\_\_\_\_  
Taariikhda qoraalka boostada laguugu soo diray (taariikhda shaabadda boostada)
- The deadline for my brief is \_\_\_\_\_.  
Kama-dambeysta dacwadeyda kooban waa

### Step 9: Prepare your *Brief*/Talaabada 9: Diyaarso *Dacwadaada Kooban*

Your *brief* is your opportunity to tell the Court of Appeals why you believe the decision you are appealing is incorrect. Your *brief* must include legal authorities (case citations, statutes, or court rules). All statements of fact must be supported by references to the transcript or other documents in the district court record of your case. You have three options for the format of your *brief*:  
Dacwadaada *kooban* waa fursada aad ugu sheegayso Maxkamada Racfaanada sababta aad u aaminsan tahay in go'aanka aad racfaanka kaqaadanayso khaldanaa. Dacwadaada *Kooban* waa inay kujirtaa saraakiisha sharciga (meelaha lagasoo xigtay kiiska, qawaaniinta, ama xeerarka maxkamada). Dhamaan bayaanada xaqiiqadu waa inay taageero kaqaystaan tixraacyo kuqoran qoraalka ama dukumiinti kale oo ay kiiskaaga kuhayso maxkamada degmadu. 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 district court 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 maxkamada degmada, 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 gudbisno, 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, the appellant's brief **must** include an addendum (respondents **may** include an addendum with their brief, but the addendum is **required** for appellant's brief). The requirements for your addendum are listed in [Minn. R. Civ. App. P. 130.02](#).  
Diyaari sharaxaada dheeriga ah ee ***dacwadaada kooban***. Ayadoon laga fiirin nooca dacwada kooban ee aad gudbisay, dacwada kooban ee racfaan qaatuhu **waa** inay ku jirtaa qoraal (eedeysanayaasha **waxaa** ku jiro qoraal la jiro koobidooda, laakin qoraalka waxaa **looga baahanyahay dulmarka** ee racfaanlaha). Sharuudaha qoraalkaaga waxay ku qorantahay [Minn. R. Civ. App. P. 130.02](#).
  - One **required part** of your addendum is a copy of the decision you are appealing, even if you submitted a copy of that decision in the beginning of the appeal. **If the addendum to your brief does not include a copy of the decision you are appealing, the Clerk of the Appellate Courts will reject the entire brief.**  
Hal qeyb oo **loo baahanyahay** ee qoraalkaaga waa nuqulka go'aanka aad ka racfaan qaadanaysid, xittaa hadii aad gudbisay nuqulka go'aankaas bilowga racfaanka. **Haddii qoraalka warbixintaada koobani aysan ku jirin nuqulka go'aanka aad racfaanka kaqaadanayso, Xafiiska Karaaniga Maxkamadaha Racfaanka uu diidi doonaa dacwada oo dhan.**
  - Your addendum **may** also contain up to 50 additional pages of documents from the record or statutes, rules, cases or other authorities that would be helpful to the court when reading your brief. However, **you cannot include any new evidence that was not presented to the district court judge, the referee, or the CSM.**  
Qoraalkaaga **wuxuu** sidoo kale wadan karaa illaa 50 bogga oo dheeraad ah oo waraaqaha

diiwaanka ama qaynuunada, sharciyada, dacwadaha ama maamulada kale oo gacan siinaya maxkamada markii aad aqrineysid warbixinta kooban. Laakiin, **kuma dari kartid wax cadeyn cusub oo aan looso bandhigin garsooraha maxkamada degmada, xaakimka, ama CSM.**

## 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 gudbiso 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 by the deadline, or if you want to make any other request of the court, you must serve and file a signed, written request asking the court for the relief you need. This signed, written request is called a “motion.”

Haddii aadan bixin karin aadana gudbin karin dacwadaada kooban marka lagaaro xiligii looqabtay, 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 saxiixan, ee qoralaka ah waxaa looyaqaanaa “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 respondent(s) and file proof of service for the motion. The requirements for a motion are found in [Minn. R. Civ. App. P. 127](#) and specific instructions for requesting a briefing extension are found in [Minn. R. Civ. App. P. 131.02](#). If you are requesting a deadline extension, your motion should be served and filed before the deadline you wish to extend.

Soojeedintu waa inay sheegtaa (1) waxa aad codsanayso (2) sababta (sababaha) aad codsiga usamaynayso. Waa inaad siisaa soojeedin qoran eedaysanaha (eedaysanayaasha) 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 mudada 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 *Notice of Appeal*.**

**Xasuuso: Maxkamada Racfaanadu *makordhin* karto muddada kama danbaysta ah si aad ubixiso aadna ugudbiso *Ogaysiiska Racfaanka*.**

## What Happens Next?/Maxaa dhacaaya Intaas Kadib?

### **Court of Appeals Receives the District Court Record and Briefs** **Maxkamada Racfaanada ayaa Helaysa Diiwaanada iyo Dacwadaha** **Kooban ee Maxkamada Degmada**

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

Maxkamada degmadu waxay diiwaankeeda udiraysaa Maxkamada Racfaanada, ayna kujiraan qoraalka dhagaysiga (dhagaysiyada).

The respondent also has the opportunity to submit a brief to the Court of Appeals. A respondent's failure to submit a brief, however, does not mean that the respondent forfeits (or loses) the appeal. Eedaysanuhu wuxuu sidoo kale fursad uhelayaa inuu gudbiyo dacwad koobna oo uu udiraayo Maxkamada Racfaanada. In eedaysanuhu kufashilmo dacwada kooban, hase yeeshee, kama dhigna inuu eedaysanaha laga adkaayday (uu kudhacay xukunka) racfaanka.

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

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. See [Minn. R. Civ. App. P. 128.02, subd. 2](#); [131.01, subd. 3](#).  
Haddii dacwada kooban ee eedaysanaha laguusoo gaarsiiyay si toos ah ama oonleen laguusoo mariyay aalada E-MACS, mudada ay tahay inaad kajawaabto waa 14 maalin kadib taariikhda dacwada kooban ee eedaysanuhu kusoo gaarto. Kafiiri [Minn. R. Civ. App. P. 128.02, subd. 2](#); [131.01, subd. 3](#).
- If the respondent's brief was served on you by mail, the deadline for your reply brief is 14 calendars days + 3 business days from the date the respondent's brief was mailed to you (not when you received it).  
Haddii dacwada kooban ee eedaysanaha laguusoo mariyay boostada, mudada ay tahay inaad kajawaabto waa 14 kalandarka maalmood +3 ganacsi maalmood laga bilaabo taariikhda dacwada kooban ee eedaysanaha laguusoo diro boostada (mana ahan marka ad hesho).

### **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 appeal.

Kadib marka dhinacyado soo gudbiyaan dacwadahooda kooban, racfaankaaga waxaa loo gudbinayaa gudi kabaaraan dagi doona oo kakooban sadex xaakimyada Maxkamada Racfaanada ah. Waxaad helaysaa **Ogaysiis** ku aadan taariikhda dooda hadalka ah ama Kabaaraan Dagida Hadalka aan ahayn ay qabanayaan gudigu. Ogaysiiskan waxa sidoo kale kujiri doona magacyada xaakimyada looqorsheeyay inay racfaankaaga 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 presented at the hearing(s) before the district court, judge, the referee, or the CSM. **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 cadaynta lahor keenay dhagaysiga (dhagaysiyada) laga hor sheegay xaakimka maxkamada degmada, rifiriiga, ama CSM.. **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 date of the oral argument or the non-oral consideration of the appeal. **All appellate court opinions are public and will be available on the Judicial Branch website.**

Maxkamada Racfaanadu waxay soosaaraysaa go'aan qoraal ah, oo looyaqanao “fikirka”, 90 maalmood gudahood kadib taariikhda laqabtay racfaanka dooda hadalka ah ama Kabaaraan Dagida Hadalka aan ahayn ee racfaanka. **Dhamaan xukunada maxkamada ee racfaan qaatuhu waa kuwo bulshada u furan waxaana laga heli doonaa webseetka 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](#).

**FORM 103A. NOTICE OF APPEAL  
(COURT OF APPEALS)  
FOOMKA 103A. OGAYSIISKA**

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

**RACFAANKA  
(MAXKAMADA RACFAANKA)**

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_  
GOBALKA MINNESOTA  
DEGMADA

DISTRICT COURT  
\_\_\_\_\_ JUDICIAL DISTRICT  
MAXKAMADA DEGMADA  
DEGMADA GARSOORKA

CASE TITLE/CIWAANKA DACWADA:

\_\_\_\_\_,  
**Petitioner/Dacwoode**

vs./iyo

\_\_\_\_\_  
**Respondent/Eedaysane**

**NOTICE OF APPEAL  
TO COURT OF APPEALS  
OGAYSIISKA RACFAANKA  
NAMBARKA MAXKAMADA  
RACFAANKA**

**DISTRICT COURT CASE NUMBER:  
NAMBARKA KIISKA MAXKAMADA  
DEGMADA:**

\_\_\_\_\_  
**DATE JUDGMENT ENTERED/ORDER  
FILED:  
MAALINTA XUKUNKU DHACAY/  
AMARKA LASOO SAARAY:**

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

Please take notice that the above-named/Fadlan ogsoonow in dacwoodaha kor magaciisu  petitioner/kuyaalo  respondent appeals to the Court of Appeals of the State of Minnesota from/uu racfaan ugudbinaayo Maxkamada Racfaanada ee Gobalka Minnesota uuna racfaan kaqaadanaayo  a judgment/xukun  an order, dated as shown as above./amar, dhacay taariikhda hoos kuqoran.

Name of party appealing/Magaca qolada racfaanka qaadanaysa: \_\_\_\_\_  
Attorney name (if represented)/Magaca qareenka (hadii lamatalo): \_\_\_\_\_  
Address/Ciwaanka: \_\_\_\_\_  
Email address/Ciwaanka iimeelka: \_\_\_\_\_  
Telephone/Taleefanka: \_\_\_\_\_  
Attorney Registration License Number (if applicable): \_\_\_\_\_  
Nambarka shatiga Diiwaangalinta Qareenka (haduu jiro): \_\_\_\_\_

Signature/Saxiixa: \_\_\_\_\_ Dated/Kutaariikhaysan: \_\_\_\_\_  
(appellant, or attorney, if represented/racfaan qaate, ama qareen, haddii wakiil laga yahay)

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

(Astaanta maxkamada degmada ee kiiska ayaa loo adeegsadaa ogaysiisnaan racfaanka. Dukumiintiyada isku xiga ayaa loo adeegsanayaa qabyo qoraalka maxkamada racfaanka. Sharciga Minnesota ee Hanaanka Racfaanka Madaniga ah P. 103.01, farqada 1 ayaa qeexaysa mawduucyada ogaysiiska racfaanka iyo buuxinta loobaahan yahay si racfaan habaysan loo dhiibo, ayna kujiraan qarashaadka buuxinta. Sharciga 103.03 ayaa aqoonsanaaya xukunada racfaanka laga qaadan karo. Xeerka 104.01 iyo Sharciga Minnesota ee Shaqada Guud 378.01 yaa qeexaaya xadidaadaha waqtiga ee buuxinta iyo adeegga ogaysiiska racfaanka. Xeerka 108.01 ayaa si guud uga hadlaaya racfaanka hakinta lagaliyo. Ogaysiiska Racfaanka waa inuu lasocdaa Bayaanka Kiiska oo dhamaystiran. Minn. R. Civ. App. P. 133.03.)

**CASE TITLE/CIWAANKA DACWADA:**

(The lines below should match the names in the case title on your district court paperwork.)  
(Laymanka hoose waa inay waafaqaan magacyada kujira ciwaanka kiiska ee dukumiintigaaga maxkamada degmada yaala.)

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

\_\_\_\_\_

**STATEMENT OF THE CASE  
OF APPELLANT  
BAYAANKA RACFAAN  
QAADASHADA DACWADA**

vs./iyo

**District Court Case #  
Nambarka Kiiska Maxkamada  
Degmada**

\_\_\_\_\_

**Appellate Case #  
Nambarka Kiiska Racfaanka**

**A** \_\_\_\_\_ - \_\_\_\_\_  
(If known/Haddii 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 loo bixiyay faa'iidada dacwoodaha qofka naftiisa u looyarka ah, iyada oo waafaqsan Bayaanka foomka Dacwada ee 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 kujira 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. **District court in which the case originated:** \_\_\_\_\_  
**Maxkamada degmada ee kiisku kasoo biloowday:**

Name of presiding judge/Magaca xaakimka xukunka qaadaaya: \_\_\_\_\_

2. **Jurisdictional statement:** Appeal from district court.  
**Bayaanka Xukunka Sharciga:** Racfaanka maxkamada degmada.

1. Statute, rule, or other authority authorizing appeal (choose all that apply):  
Qaynuunka, sharciga, ama racfaanka ansixinta kale ee maamulka amarka racfaanka (dooro dhamaan meelaha quseeya):

Minn. R. Civ. App. P. 103.03(a)       Minn. R. Civ. App. P. 103.03(h)

Other/Mid kale: \_\_\_\_\_

2. i. For appeals from a judgment: Date of entry of judgment: \_\_\_\_\_  
 Racfaanka kadhanka ah xukun: Taariikhda xukunka lagaaray:
- ii. For appeals from an order/Racfaanka kadhanka ah amarka:
- a. Was written notice of filing of the order served?  
 Malagu siiyay ogaysiiska qoran ee amarka?  
 \_\_\_ Yes/Haa \_\_\_ No/Maya.
- b. If written notice of filing of the order was served, by whom was it served by  
 Haddii ogaysiiska qoran ee amarka lagu siiyay, ayaa kusiiyay  
 \_\_\_ court administrator/maamulaha maxkamada  
 \_\_\_ a party/dhinac kiiska kujira.
- c. If written notice of filing of the order was served, on what date was it served? \_\_\_\_\_  
 Haddii ogaysiiska qoran ee amarka lagu siiyay, taariikhdee lagu siiyay?
3. Rule or statute setting time limit for filing notice of appeal (specify applicable rule or statute):  
 Xeerka ama qaanuunka udagsan waqtiga gudbinta ogaysiiska ee buuxinta ogaysiiska racfaanka (sheeg xeerka ama qaanuunka quseeya):
- Minn. R. Gen. Prac. 378.01 (appeals from rulings made in the expedited child support process).  
 (Racfaanada laga qaato xukunada lagu sameeyay dacwada boobsiiska ah ee taageerada caruurta).
- Minn. R. Civ. App. P. 104.01, subd. 1.
- Other/Midkale \_\_\_\_\_
4. Date of filing any motion that tolls the time to appeal: \_\_\_\_\_  
 Taariikhda buuxinta soojeedin kasta taasoo lagu kordhinaayo waqtiga racfaanka:  
*See* Minn. R. Civ. App. P. 104, subd. 2 (listing motions that toll the time to appeal).  
*Kafiiri* Minn. R. Civ. App. P. 104, subd. 2 (qorista soojeedinada kasta lagu kordhinaayo waqtiga racfaanka).
5. If there was a motion that tolls appeal time:  
 Haddii ay jiraan dhaqaaq xisaabiyo waqtiga racfaanka:
- a. Date of filing of order deciding tolling motion: \_\_\_\_\_  
 Taariikhda gudbinta amarka go'aaminta ee kordhinaaya soojeedinta:
- b. Date of service of notice of filing of order deciding tolling motion:  
 \_\_\_\_\_  
 Taariikhda gudbinta adeegga ogaysiiska ee gudbinta go'aaminta amarka ee saamaynaaya soojeedinta:

**Finality of order or judgment/Ugu dambeynta amarka ama xukunka:**

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

Miyaa xukunka ama amarka lagu eegayaa iyada oo la tixgalinayo dhammaan sheegashooyinka iyo cida ka soo horjeeda dhammaan dhinacyada, oo ay ku jiraan kharashka qareenku?

Yes/Haa  No/Maya

2. If no, did the district court order entry of a final partial judgment for immediate appeal pursuant to Minn. R. Civ. App. P. 104.01? Haddii aysan aheyn, maxkamada degmadu miyay gelisay go'aanka qaynta ah si ambiilka loogu xaraysto Minn. R. Civ. App. P. 104.01?

Yes/Haa  No/Maya

- i. If yes, give date that order was filed: \_\_\_\_\_

Haddii ay tahay haa, sheg taariikhda amarka labuuxshay:

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

Haddii ay maya tahay, miyuu amarka ama xukunka kaga racfaan qaatay mid la eegi karo sida waafaqsan ogolaanshaha xukunka ugu dambeeyo?

Yes/Haa  No/Maya

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

Haddii ay haa tahay, xigashada sharciga, qaynuunka, ama maamulka kale ee racfaanka ansixinayo

3. **Type of litigation and any statutes at issue:**  
**Nooca dacwada iyo qaynuunada arinta ah:**

\_\_\_\_\_  
\_\_\_\_\_

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

**Sharaxaada** kooban ee arimaha laga sheegay maxkamada degmada ama dacwada boobsiiska ah ee taageerada caruurta, sida xaakimka maxkamada degmada ama xukunka taageerada caruurta ee lagu go'aanshay 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 file 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 xaray doontid): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Qor racfaano walboo hore ama la sugayo ee ka imaanayo **isla** dacwada maxkamada degmada ee racfaankaan (qor lambarada racfaanka, ama “none”): \_\_\_\_\_

\_\_\_\_\_

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

Qor racfaano walboo dhiman ee ka imaanayo **dacwadaha** maxkamada degmada kala duwan ee sheegta isla arimaha lagu sheegay racfaanka (qor lambarada racfaanka, ama “none known”): \_\_\_\_\_

\_\_\_\_\_

7. **Contents of record/Tusmooyinka diiwaanka:**

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

Qoraalka ma u muhiim ayaa eegida arimaha racfaanka?

Yes/Haa  No/Maya

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

Haddii ay haa tahay, ma qoraal *buuxa* oo dhageysiga ahbaa (dhageysiyada) garsooraha maxkamada degmada hortiisa ama xaakimka taageerada caruurta, ama *qoraal qeyb* ahaan ah?

Full transcript/Qoraal buuxo  
 Partial transcript/Qoraal qeyb ahaan

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

Miyaa horay loo gaarsiiyay wax qoraalka qasabka ah dhinacyada oo lagu xareeyay maamulka maxkamada degmada?

Yes/Haa  No/Maya

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

Hadii wax qoraal ah oo ladoonaayo aan lasiin dhinacyada loona gudbin maamulaha maxkamada degmada, ma laga codsaday wariyaha maxkamada?

Yes/Haa  No/Maya

e. 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

f. 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 dheeraad. \*)*

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

*(Haddii aad xareysay Qoraalka Sharciga maxkamada degmada ama xaakimka dacwada taageerada caruurta, waxaad u xareyn kartaa Qoraalkaas isaga oo kooban ee maxkamadaan yaala, oo ay ku jiraan dood gaaban oo warqad ah sheegaysa go'aanka garsoorka maxkamada degmada aa xaakimka dacwada taageerada caruurta. Tan waxaa laga yaabaa in la shaambadeeyo oo lagu dhajiyo qoraalka. \* Dacwada kooban ee racfaan qaatuha **waa inay** wadataa sharaxaad dheeri ah)*

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

*\* Ayadoon laga eegayn nooca dacwada kooban ee racfaan qaatuhu gudbiyo, dacwada kooban ee racfaan qaatuhu **waa inay** wadataa sharaxaad dheeri ah. Eedayanayaashu **waxay**, laakiin qasab kuma ahan, kudari karaan sharaxaad dheeri ah faahfaahinta kooban ee dacwadooda. Sharuudaha qoraalkaaga waxay ku qoran yihiin [Minn. R. Civ. App. P. 130.02](#). Waxaa siidheer dukumiintiyada uu doonaayo xukunka 130.02 **in** lagu daro sharaxaad dheeri ah, sharaxaada dheeriga ah 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. **Qoraalka dheeriga ah laguma dari karo cadayn cusub oo aan loo gudbin xaakimka maxkamada degmada ama xaakimka taageerada caruurta.***

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

**Magacyada, ciwaanada, iyo nambarka taleefonka ee racfaan qaadashada iyo eedeysanayaasha (ama qareenada, haddii ay wax jiraan):**

Appellant or appellant's attorney/Racfaan qaadataha ama qareenka racfaan qaadataha:

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

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

GOBALKA  
MINNESOTA

CASE TITLE/CIWAANKA DACWADA:

\_\_\_\_\_ ,

vs./iyo

\_\_\_\_\_

COURT OF APPEALS CASE #  
NAMBARKA KIISKA MAXKAMADA  
RACFAANADA \_\_\_\_\_

APPELLANT'S CERTIFICATE OF  
SERVICE BY MAIL OF NOTICE OF  
APPEAL AND STATEMENT OF THE  
CASE

SHAHAADADA ADEEGGA EE  
RACFAAN QAATAHA E BOOSTADA  
LAGU DIRO OGAYSIISKA  
RACFAANKA IYO BAYAANKA  
KIISKA

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_  
GOBALKA MINNESOTA  
DEGMADA

I/Anigga oo ah, \_\_\_\_\_ (Name/Magaca), certify that on/waxaan xaqiijinayaa in markay ahayd \_\_\_\_\_ (Date/Taariikhda), I served the attached **Notice of Appeal** and **Statement of the Case** on the following parties by mailing to each of them a copy thereof, enclosed in an envelope, postage pre-paid, and by depositing the same in the United States Mail, directed to each party as follows (**List the name and address of each party to whom the documents were mailed**):/aan soo gudbiyay **Ogaysiiska Racfaanka iyo Bayaanka Kiiska** ee lifaaqa kujira aana udiray dhinacyada soosocda uguna diray boostada qofkasta koobi, kaasoo kujira boqshad xiran, oo aan kdiray boosto aan qarashkeeda horay udhibay, aana isla dukumiintiyadaas kudiray Boostada Maraykanka, anoo ugu diray dhinac kasta sidaan sosocota (**Qor magaca iyo ciwaanka qolo kasta ood boostada udhigta dukumiintiga**):

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
(Signature/Saxiixa)

\_\_\_\_\_  
(County where certificate was signed/  
Degmada lagu saxiixay shahaadada)

\_\_\_\_\_  
(Date of signature/Taariikhda saxiixa)

\_\_\_\_\_  
(State where certificate was signed/  
Gobalka lagu saxiixay shahaadada)

STATE OF MINNESOTA  
IN THE COURT OF APPEALS  
MAXKAMADA RACFAANADA EE

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

GOBALKA  
MINNESOTA

CASE TITLE/CIWAANKA DACWADA:

\_\_\_\_\_ ,

vs./iyo

\_\_\_\_\_

COURT OF APPEALS CASE #  
NAMBARKA KIISKA MAXKAMADA  
RACFAANADA \_\_\_\_\_

APPELLANT'S CERTIFICATE OF  
SERVICE BY MAIL OF BRIEF  
SHAHADADA ADEEGGA EE  
RACFAAN QAATUHU KUDIRAY  
BOOSTADA DACWADA KOOBAN

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_  
GOBALKA MINNESOTA  
DEGMADA

I/Anigga oo ah, \_\_\_\_\_ (Name/Magaca), certify that on/waxaan xaqiijinayaa 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, postage pre-paid, and by depositing the same in the United States Mail, directed to each party as follows (**List the name and address of each party to whom the brief was mailed**):/aan soo gudbiyay **Dacwada kooban** ee lifaaqa kujirta aana udiray dhinacyada soosocda uguna diray boostada qofkasta koobi, kaasoo kujira boqshad xiran, oo an kdiray boosto aan qarashkeeda horay udhibay, aana isla dukumiintiyadaas kudiray Boostada Maraykanka, anoo ugu diray dhinac kasta sidan sosocota (**Qor magaca iyo ciwaanka qolo kasta ood boostada udhigta dacwada kooban**):

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
(Signature/Saxiixa)

\_\_\_\_\_  
(County where certificate was signed/  
Degmada lagu saxiixay shahaadada)

\_\_\_\_\_  
(Date of signature/Taariikhda saxiixa)

\_\_\_\_\_  
(State where certificate was signed/  
Gobalka lagu saxiixay shahaadada)