

STATE OF MINNESOTA

IN SUPREME COURT

C4-84-2133

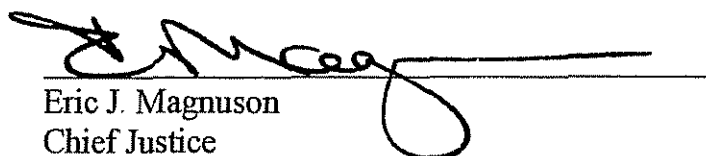
ORDER ESTABLISHING DEADLINE FOR SUBMITTING COMMENTS ON
PROPOSED AMENDMENTS TO THE MINNESOTA RULES OF CIVIL
APPELLATE PROCEDURE

The Supreme Court Advisory Committee on the Rules of Civil Appellate Procedure has proposed changes to the Rules of Civil Appellate Procedure. This Court will consider the proposed changes without a hearing after soliciting and reviewing comments on the proposed changes. A copy of the committee's report containing the proposed changes is annexed to this order.

IT IS HEREBY ORDERED that any individual wishing to provide statements in support or opposition to the proposed changes shall submit twelve copies in writing addressed to Frederick Grittner, Clerk of the Appellate Courts, 305 Judicial Center, 25 Rev. Dr. Martin Luther King Jr. Boulevard, St. Paul, Minnesota 55155, no later than Wednesday, November 26, 2008.

DATED: October 23 2008

BY THE COURT:


Eric J. Magnuson
Chief Justice

OFFICE OF
APPELLATE COURTS

OCT 23 2008

FILED

No. C4-84-2133

**STATE OF MINNESOTA
IN SUPREME COURT**

In re:

**Supreme Court Advisory Committee
on Rules of Civil Appellate Procedure**

**Recommendations of Minnesota Supreme Court
Advisory Committee on
Rules of Civil Appellate Procedure**

**Final Report
October 17, 2008**

**Hon. Jill Flaskamp Halbrooks, Chair
Hon. G. Barry Anderson, Liaison Justice**

**Richard S. Slowes, Supreme Court Commissioner
Frederick K. Grittner, Clerk of the Appellate Courts
*Ex Officio***

**Thomas C. Atmore, Minneapolis
Hon. Louise Dovre Bjorkman, Saint Paul
Diane B. Bratvold, Minneapolis
Scott A. Buhler, Crookston
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Gary A. Debele, Minneapolis
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**Kay Nord Hunt, Minneapolis
Hon. Kurt D. Johnson, Mankato
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Roy G. Spurbeck, Minneapolis
Paula D. Vraa, Saint Paul
Charles F. Webber, Minneapolis**

**David F. Herr, Minneapolis
Reporter**

**Michael B. Johnson, Saint Paul
Staff Attorney**

Advisory Committee on Rules of Civil Appellate Procedure

EXECUTIVE SUMMARY

Advisory Committee Process Summary

The Court's Advisory Committee on Rules of Civil Appellate Procedure met once in 2008 to discuss issues relating to the operation of the rules and to continue its consideration of the questions surrounding Minnesota appellate practice generally. The committee has reviewed all issues brought to its attention by members of the bench, bar, and public, since its last meeting in 2000.

Summary of Advisory Committee Recommendations

Recommended Rule Amendments

This report contains seven recommendations for amendments to the rules.

These amendments are briefly summarized:

1. Although Rule 104 does not require amendment to make clear the effect of a motion for reconsideration or rehearing, the committee recommends that the advisory committee comment include further direction on this recurring problem.
2. Amend Rule 106 to abolish use of the notice of review device, and to require any respondent to assert issues on appeal by separate notice of appeal. Adopt related amendments to Rule 104 to provide for additional notices of appeal after the first party appeals and Rule 131 to provide a modified briefing schedule for cases involving cross-appeals.
3. Amend Rule 110.02 to remove provision for filing on obsolescent digital media.
4. Amend Rule 120.02 to expand and conform the service requirements in extraordinary writ applications in criminal cases to provisions in the Minnesota Rules of Criminal Procedure.
5. Amend Rule 128 to require appellant to provide an addendum that includes the relevant trial court orders germane to the appeal.

6. Amend Rule 132 to permit the appendix to be submitted with two-sided printing.
7. Amend Rule 134.06 & .07 to conform the rule to the current facilities and long-standing practices of the appellate courts.
8. Amend Rule 125 to clarify that U.S. Mail is required for “mailed” service and filing, and that filing and service by facsimile are not generally allowed.

Recommendations Not Requiring Rule Amendments

In addition to the recommendations for rule amendments, which are discussed in detail later in this report, the committee addressed several subjects on which it concluded that no rule amendment is warranted at this time.

1. **Rule 129 on Amicus Curiae.** The committee considered a suggestion that Rule 129 contain further guidance on the appropriate content or focus of an amicus brief. The committee believes that this subject can be addressed in orders allowing amicus participation (as is currently being done in many cases) or in practice manuals, and is not well suited to rule amendment.
2. **Appealability of Applications to Discharge Notice of *Lis Pendens*.** The committee looked at the issue of whether Rule 103 should be amended to provide explicitly that orders refusing to discharge a notice of *lis pendens* should be appealable as of right. This question was directed to this committee by the Court in *St. Croix Dev., LLC v. Gossman*, 735 N.W. 2d 320 (Minn. 2007). The committee believes that these orders may, in appropriate cases, be reviewable under Rule 105 in the court’s discretion and that making them appealable as of right is not warranted.

Recommendations for Further Study

The committee is undertaking two projects that will require further study by the committee. First, the committee believes that Rule 108, on supersedeas bonds and stays, should be revamped. The current rule is difficult to understand and apply; and the committee contemplates recommending a wholesale revision of it, including possible amendments to related provisions in the rules of civil procedure. The committee expects to have a recommendation on this subject to the Court by the end of 2009.

The committee is also monitoring developments in both the federal rules and other Minnesota rules on the calculation of time for service, filing, and other action. The committee is particularly mindful of proposed changes to the federal rules whereby all days would be counted—including Saturdays, Sundays, and holidays—and the rules requirements adjusted to reflect the changed units. (For example, five days under the current rules, not counting weekends, would normally become seven days, including weekends.) Those changes are still being considered in the federal courts; but if they are adopted in the federal courts, the committee believes they should be promptly evaluated for possible adoption in state court, as having “state days” and “federal days” calculated differently does not seem an ideal approach to court rules. The decision in *Commandeur LLC v. Howard Hartry, Inc.*, 724 N.W.2d 508, 511 (Minn. 2006), recognized the virtue of consistent treatment of state and federal holidays. The committee does not have a planned deadline for this project.

Effective Date

The committee believes these amendments are not likely to present significant implementation issues and, accordingly, that it should be feasible to adopt them in 2008. Although the majority of the recommended amendments could be adopted with little lead time before the effective date, the changes to Rule

106 (and related changes in Recommendation 2) should probably have at least 60 days between adoption and their effective date. As to all the amendments, the amended rules can apply to appeals pending on that date and filed thereafter. The amendment to Rule 104.01, subdivision 1, may extend the time for a party to file a cross-appeal during a short period following their effective date, but this result is not particularly problematic.

Further Work of the Committee

The committee will continue to monitor the operation of the rules and the administration of appellate practice in Minnesota, in addition to the two subjects identified above where its work is continuing.

Style of Report

The specific recommendation is reprinted in traditional legislative format, with new wording underscored and deleted words ~~struck through~~. Because the advisory committee comments are all new, no underlining is included.

Respectfully submitted,

MINNESOTA SUPREME COURT
ADVISORY COMMITTEE ON
RULES OF CIVIL APPELLATE
PROCEDURE

Recommendation 1: Although Rule 104 Does Not Require Amendment to Make Clear the Effect of a Motion for Reconsideration or Rehearing, the Committee Recommends that the Advisory Committee Comment Include Further Direction on this Recurring Problem.

Introduction

This Court invited this committee and the juvenile delinquency rules committee to look at the issues surrounding the effect of motions for reconsideration or rehearing on the time to appeal. *See In re Welfare of S.M.E.*, 725 N.W.2d 740 (Minn. 2007). The juvenile delinquency rules committee recommended, and the supreme court agreed, that rather than create a rule allowing motions for reconsideration, the better option would be to extend the prosecutor’s time to appeal pretrial issues from five to 20 days to allow the prosecutor time to pursue a motion for reconsideration. MINN. R. JUV. DEL. P. 21.04, subs. 3(C)(1) & 4. This committee looked at this issue, and recommends that although the civil appellate rules should not be amended to allow a motion for reconsideration to toll the time to appeal—one of the potential ways to deal with this issue—the advisory committee comment that accompanies appellate Rule 104 should be amended to provide a clearer warning to counsel.

The committee believes two things militate in favor of not amending the rule. First, Rule 104.01 was revamped extensively in 1998 to provide an explicit list in Rule 104.01, subdivision 2, of the post-hearing motions that would have the effect of tolling the time to appeal. A decade of experience with that rule has resulted in judicial interpretation of it and broader understanding of it by Minnesota lawyers and judges. The committee believes it is working well. Second, the committee believes that amending the rule to allow tolling upon filing of a request for reconsideration or rehearing would introduce more problems than it might possibly solve, especially because the parties do not know if the motion

will be allowed at all or, if allowed, when it will be decided. Under MINN. GEN. R. PRAC. 115.11, a motion for reconsideration in civil matters cannot be filed without leave of court; but there are no established standards beyond the judge's broad discretion for whether the judge should entertain a motion. The timing is also uncertain; first the two-page letter-request must be served and filed, and then the court has an unspecified amount of time to act on it; but the action taken is to allow (or not) service and filing of an actual motion, for which there are no established briefing and hearing schedules. In any event, amendment to the rules would probably not have changed the result in *In re Welfare of S.M.E.* because MINN. GEN. R. PRAC. 115.11 does not apply in juvenile cases. MINN. GEN. R. PRAC. 101.

The committee also is aware that the court of appeals has issued stays of appeal coupled with a remand to allow the district court to permit consideration of a motion for reconsideration. The court of appeals has also dismissed an appeal, with leave to renew or refile it, to permit the district court to resolve the motion for reconsideration. Practitioners and pro se parties may be unaware of this practice.

Specific Recommendation

The court should publish the following advisory committee comment on Rule 104 to reflect the important considerations presented by this issue.

RULE 104. TIME FOR FILING AND SERVICE OF NOTICE OF APPEAL

* * *

Advisory Committee Comment—2008 Amendments

The absence of motions for reconsideration or rehearing in the list of motions given tolling effect in Rule 104.01, subd. 2, is intentional. Neither requesting leave to file such a motion (as contemplated by MINN. GEN. R. PRAC. 115.11), the granting of that request so the motion can be filed, nor the actual filing of the motion will toll or extend the time to appeal. A party seeking to proceed with a motion for reconsideration should pay attention to the appellate calendar and must

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perfect the appeal regardless of what progress has occurred with the reconsideration motion.

Failure to file a timely appeal may be fatal to later review. If a timely appeal is filed notwithstanding the pendency of a request for reconsideration in the trial court, the court of appeals can accept the appeal as timely, but stay it to permit consideration of the reconsideration motion. See *Marzitelli v. City of Little Canada*, 582 N.W.2d 904, 907 (Minn. 1998), where the court stated:

We note that requiring parties to file a timely appeal while a post-trial motion is pending does not deny the parties the opportunity to have the district court decide their motions. Rather, the parties may apply to the appellate court for a stay on the appeal to give the district court time to decide the pending post-trial motion. This procedure not only preserves the time limitation on appeals, but also helps to ensure that the district court hears and rules on the motion in an expedient manner. This is particularly important when the case involves a special proceeding. In such cases, the time for appeal is abbreviated to ensure “speedy and summary determination of matters passed upon by the court[.]”

(Footnotes omitted.)

Recommendation 2: Amend Rule 106 to Replace the Notice-of-Review Procedure with Provisions for Filing a Separate Notice of Appeal.

Introduction

Minnesota’s notice-of-review provision has been the source of confusion in appeals. The rule does not have a direct counterpart in federal appellate practice. Two problems most commonly encountered, failure to file a notice of review and filing a notice of review when a separate notice of appeal should be filed, result in the court not considering the merits of a potential appellate claim. The committee believes the problems can best be minimized by replacing the notice of review with a separate notice of appeal procedure.

Specific Recommendation

The committee’s recommendation to deal with this issue comprises amendments to Rule 106, Rule 104, and Rule 133. These amendments will create a uniform deadline for responding to a notice of appeal, whether merely by a respondent’s statement of the case or the filing of a separate notice of appeal. Although they could be implemented separately, they are intended to work together and should be adopted as a group if the Court accepts the committee’s recommendation on this issue.

Separate from those three related amendments, the Court should amend Rule 131 to provide for an augmented briefing schedule in cases where cross-appeals are filed.

1. Rule 106 should be amended as follows:

RULE 106. RESPONDENT’S RIGHT TO OBTAIN REVIEW

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A respondent may obtain review of a judgment or order entered in the same action ~~which~~ that may adversely affect respondent by filing a separate notice of review appeal in accordance with Rule 104.01, subdivision 4. ~~with the clerk of the~~

38 ~~appellate courts. The notice of review shall specify the judgment or order to be~~
39 ~~reviewed, shall be served and filed within 15 days after service of the notice of~~
40 ~~appeal, and shall contain proof of service. A filing fee of \$100 shall accompany~~
41 ~~the notice of review.~~

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43 **Advisory Committee Comment—2008 Amendments**

44 Rule 106 is amended to abolish the former notice of review,
45 replacing it with the notice of appeal for all situations where a
46 respondent seeks appellate review of a trial court decision. The
47 amendment avoids the limitations of the former notice of review that
48 could be fatal to an attempt by a respondent to seek review. For
49 example, in *Leaon v. Washington County*, 397 N.W.2d 867, 872 (Minn.
50 1986), the supreme court held that a respondent seeking appellate relief
51 against parties other than the appellant must proceed by separate notice
52 of appeal. As a practical matter, the amended rule serves only to give
53 notice to a respondent that the proper procedure is no longer contained
54 in this rule, but is found in Rule 104.01, subdivision 4.

55 The amended rule is intended to require a respondent seeking
56 review to file a separate notice of appeal, but is not intended to change
57 the scope of appellate review. This notice-of-appeal procedure is not
58 meant to expand what can be reviewed on appeal, nor to limit that
59 review. The court of appeals has recognized that the former notice of
60 review could be used to seek review of an otherwise non-appealable
61 order. *See Kostelnik v. Kostelnik*, 367 N.W.2d 665, 669 (Minn. Ct.
62 App. 1985); *see also Arndt v. American Family Ins. Co.*, 394 N.W.2d
63 791, 794 (Minn. 1986) (supreme court notes it has not decided this
64 issue, but cites *Kostelnik* with apparent approval). The second (or later)
65 notice of appeal under this rule should not require independent
66 appealability not required under the former rule for notices of review.

2. Rule 104 should be amended as follows:

67 **RULE 104. TIME FOR FILING AND SERVICE**
68 **OF NOTICE OF APPEAL**

69 **Rule 104.01. Time for Filing and Service**

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71 **Subd. 4. Multiple-appeals. If one party timely files a notice of appeal,**
72 **any other party may serve and file a notice of appeal accompanied by a filing fee**
73 **of \$100, a certified copy of the judgment or order from which the appeal is taken**
74 **if different than the judgment or order previously appealed, and two copies of a**

75 statement of the case within 14 days after the date the first notice of appeal was
76 served, or within the time otherwise prescribed by subdivisions 1 and 2 of this
77 rule, whichever period ends later. A separate cost bond is not required unless
78 ordered by the court.

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80 **Advisory Committee Comment—2008 Amendments**

81 Subdivision 4 of Rule 104.01 is a new provision. It is modeled on
82 Fed. R. App. P. 4(a)(3) and, for respondents, replaces the notice of
83 review under former Rule 106 of these rules. The amended rule
84 explicitly recognizes that a party may either want or be required to
85 proceed by notice of appeal only after seeing that another party has
86 appealed. The rule permits this subsequent notice of appeal to be served
87 and filed within 14 days of the service of a notice of appeal by another
88 party, even if that occurs on the last day to appeal; it does not shorten
89 the normal appeal period even if a party serves and files an appeal on
90 the first possible day.

3. Rule 131 should be amended to add a new subdivision 5 that would
provide for a different briefing schedule in cases where cross-appeals are filed.

91 **RULE 131. FILING AND SERVICE OF BRIEFS, THE APPENDIX,**
92 **AND THE SUPPLEMENTAL RECORD**

93 **Rule 131.01. Time for Filing and Service**

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95 **Subd. 5. Briefing Schedule for Cross-Appeals; Form of Briefs in**
96 **Cross-Appeals.**

97 **(a) Cross-Appeal Defined.** A cross-appeal, for the purpose of this
98 rule, exists when more than one notice of appeal is filed by parties adverse
99 to each other on appeal. Multiple notices of appeal filed by parties who are
100 not adverse do not create a cross-appeal.

101 **(b) Designation of Appellant.** The party who files a notice of
102 appeal first is the appellant for the purposes of this rule. If notices are filed
103 on the same day, the plaintiff in the proceeding below is the appellant.

104 These designations may be modified by the parties' agreement or by court
105 order.

106 (c) Schedule for Filing. In a case involving a cross-appeal, the
107 appellant's opening brief must be filed in accordance with Rule 131.01,
108 subdivision 1, and the respondent/cross-appellant's opening brief must be
109 filed as one brief within 30 days after service of appellant's brief.
110 Appellant's reply/cross-respondent brief must be filed as one brief within
111 30 days after service of cross-appellant's brief. Respondent/cross-
112 appellant's reply brief must be filed within 10 days after service of
113 appellant/cross-respondent's brief.

114 (d) Form of Briefs in Cross-Appeals. In a case involving a cross-
115 appeal:

116 (1) Appellant's Principal Brief. The appellant must file a
117 principal brief in the appeal. That brief must comply with Rule 128.01
118 or Rule 128.02, subdivision 1.

119 (2) Respondent/Cross-Appellant's Principal and Response
120 Brief. The respondent/cross-appellant must file a principal brief on the
121 cross-appeal and must, in the same brief, respond to the appellant's
122 principal brief. That respondent/cross-appellant's brief must comply
123 with Rule 128.01 or 128.02, subdivision 1, as to the cross-appeal and
124 Rule 128.02, subdivision 2, as to the appeal, except that the brief need
125 not include a statement of the case or a statement of the facts unless the
126 respondent/cross-appellant is dissatisfied with the appellant's statement.

127 (3) Appellant's Response and Reply Brief. The appellant must
128 file a brief that responds to the principal brief of the respondent/cross-
129 appellant in the cross-appeal and may, in the same brief, reply to the
130 response in the appeal. That brief must comply with Rule 128.02,
131 subdivision 2, as to the response to the cross-appeal and subdivision 3
132 as to the reply on the original appeal.

133 (4) Respondent/Cross-Appellant’s Reply Brief. The
134 respondent/cross-appellant may file a brief in reply to the response in
135 the cross-appeal. That brief must comply with Rule 128.02, subdivision
136 3, and must be limited to the issues presented by the cross-appeal.

137 (5) No Further Briefs. Unless the court permits, no further briefs
138 may be filed in a case involving a cross-appeal.

139 (6) Cover. If briefs are formally bound, the cover of the appellant’s
140 principal brief must be blue; the respondent/cross-appellant’s principal
141 and response brief, red; the appellant’s response and reply brief, yellow;
142 the respondent’s reply brief, gray; and intervenor’s or amicus curiae’s
143 brief, green.

144 (7) Length limit. The length limits of Rule 132, subdivision 3, are
145 modified for cross-appeals as follows:

146 (A) The limits for appellant’s principal brief and for
147 respondent/cross-appellant’s reply brief are not modified.

148 (B) The respondent/cross-appellant’s principal and response
149 brief is acceptable if:

150 (i) it contains no more than 16,500 words; or

151 (ii) it uses a monospaced font and contains no more than
152 1,500 lines of text.

153 (C) The appellant’s response and reply brief is acceptable if

154 (i) it contains no more than 10,000 words; or

155 (ii) it uses a monospaced font and contains no more than
156 750 lines of text.

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158 Advisory Committee Comment—2008 Amendments

159 Rule 131.01, subd. 5, is a new rule to establish an alternate set of
160 rules for briefing in cases where a cross-appeal is filed. The provisions
161 are drawn from Fed. R. App. P. 28.1. The amended Minnesota rule
162 operates as a default timing and brief-length rule; in any case the
163 parties may seek alternate limits by motion

4. Rules 115.03, 116.03, and 133.03 should be amended to create a uniform 14-day deadline for a respondent to file a statement of the case.

164 **RULE 115. COURT OF APPEALS REVIEW OF DECISIONS OF THE**
165 **COMMISSIONER OF JOBS AND TRAINING ECONOMIC**
166 **SECURITY AND OTHER DECISIONS REVIEWABLE BY**
167 **CERTIORARI AND REVIEW OF DECISIONS**
168 **APPEALABLE PURSUANT TO THE ADMINISTRATIVE**
169 **PROCEDURE ACT**

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171 **Rule 115.03. Contents of the Petition and Writ; Filing and Service**

172 **Subdivision 1. Contents and Form of Petition, Writ and Response.**

173 The petition shall definitely and briefly state the decision, judgment, order or
174 proceeding which is sought to be reviewed and the errors which the petitioner
175 claims. A copy of the decision and an original and one copy of a completed
176 statement of the case pursuant to Rule 133.03 shall be attached to the petition.
177 The title and form of the petition and writ should be as shown in the appendix to
178 these rules. The respondent's statement of the case, if any, shall be filed and
179 served within ~~10~~ 14 days after service of the petitioner's statement.

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181 **Advisory Committee Comment—2008 Amendments**

182 Rule 115.03, subd. 1, is amended to change the timing for filing a
183 statement of the case by a respondent to 14, rather than 10, days after
184 service of the statement of the case.

185 **RULE 116. SUPREME COURT REVIEW OF DECISIONS OF THE**
186 **WORKERS' COMPENSATION COURT OF APPEALS,**
187 **DECISIONS OF THE TAX COURT, AND OF OTHER**
188 **DECISIONS REVIEWABLE BY CERTIORARI**

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190 **Rule 116.03. Contents of the Petition and Writ; Filing and Service**

191 **Subdivision 1. Contents and Form of Petition, Writ and Response.**

192 The petition shall definitely and briefly state the decision, judgment, order
193 or proceeding which is sought to be reviewed and the errors which the petitioner
194 claims. A copy of the decision and two copies of a completed statement of the
195 case pursuant to Rule 133.03 shall be attached to the petition. The title and form
196 of the petition and writ should be as shown in the appendix to these rules. The
197 respondent's statement of the case, if any, shall be filed and served within ~~10~~ 14
198 days after receiving service of the petitioner's statement.

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200 **Advisory Committee Comment—2008 Amendments**

201 Rule 116.03, subd. 1, is amended to change the timing for filing a
202 statement of the case by a respondent to 14, rather than 10, days after
203 service of the petitioner's statement of the case

204 **RULE 133. PREHEARING CONFERENCE; CALENDAR;**
205 **STATEMENT OF THE CASE**

206 * * *

207 **Rule 133.03. Statement of the Case**

208 Two copies of a statement of the case in the form prescribed by the
209 appellate court shall be filed with the notice of appeal pursuant to Rules 103.01 or
210 104.01, subdivision 4, with a petition for declaratory relief pursuant to Rule
211 114.02, or with the petition for the writ of certiorari and proposed writ ~~or notice of~~
212 appeal pursuant to Rules 115 and 116. The appellant shall serve the attorney for

213 each party separately represented and each party appearing pro se and shall file
214 proof of service with the clerk of the appellate courts.

215 Within ~~ten~~ 14 days after ~~receiving service of~~ the appellant's statement, the
216 respondent may serve on all parties and file with proof of service two copies of its
217 statement clarifying or supplementing the appellant's statement. If the respondent
218 agrees with the particulars set forth in the appellant's statement, no additional
219 statement need be filed. If a party desires oral argument, a request must be
220 included in the statement of the case. If a party desires oral argument at a location
221 other than that provided by Rule 134.09, subdivision 2(a) to (e), the location
222 requested shall be included in the statement of the case.

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224 Advisory Committee Comment—2008 Amendments

225 Rule 133.03 is amended to change the timing for filing a statement
226 of the case by a respondent or cross-appellant to 14, rather than 10,
227 days after service of the notice of appeal. This change is intended to
228 create a single response date upon which any cross-notice for appeal
229 and respondent's statement of the case is due. The rule is also amended
230 to make it clear that the 14-day period is measured from the date of
231 service, not the date of receipt of the notice of appeal.

232 The rule is also amended include reference to declaratory relief
233 proceedings, which also require a statement of the case. Because
234 certiorari proceedings under Rules 115 and 116 are commenced by
235 petition, a reference to notices of appeal under those rules is deleted.

Recommendation 3: The Court Should Amend Rule 110.02 to Remove Provision for Filing on Obsolescent Digital Media.

Introduction

Rule 110.02, subdivision 4, permits the parties to stipulate to file an additional transcript in electronic form. The rule specifies filing that transcript either on 3½-inch diskette or compact disc (CD-ROM). Because the 3½-inch diskette format is rarely used, and becoming rarer, the rule should be changed to delete the option of using it. Compact disc technology appears likely to be in use for several more years and is a generally available format.

Specific Recommendation

Rule 110.02 should be amended as follows:

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RULE 110. THE RECORD ON APPEAL

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Rule 110.02. The Transcript of Proceedings; Duty of Appellant to Order; Notice to Respondent if Partial Transcript is Ordered; Duty of Reporter; Form of Transcript.

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Subd. 4. Transcript Requirements. The transcript shall be typewritten or printed on 8½ by 11 inch or 8½ by 10½ inch unglazed opaque paper with double spacing between each line of text, shall be bound at the left-hand margin, and shall contain a table of contents. To the extent possible, the transcript of a trial or other single court proceeding shall be consecutively paginated, regardless of the number of volumes. The name of each witness shall appear at the top of each page containing that person's testimony. A question and its answer may be contained in a single paragraph. The original and first copy of the transcript shall be filed with the trial court administrator and a copy shall be transmitted promptly to the

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250 attorney for each party to the appeal separately represented. All copies must be
251 legible. The reporter shall certify the correctness of the transcript.

252 The transcript should include transcription of any testimony given by
253 audiotape, videotape, or other electronic means unless that testimony has
254 previously been transcribed, in which case the transcript shall include the existing
255 transcript of testimony, with appropriate annotations and verification of what
256 portions were replayed at trial, as part of the official trial transcript.

257 In any matter, the parties may stipulate to file with the clerk of the appellate
258 courts, in addition to the typewritten or printed transcripts, all transcripts prepared
259 for an appeal in electronic form. The electronic form shall be on ~~three and one-~~
260 ~~half inch diskettes or~~ compact discs formatted for IBM-compatible computers and
261 shall contain the transcript in ASCII or other self-contained format accessible by
262 Windows-compatible operating systems with no additional software. The label on
263 the ~~diskette or~~ disc must include the case name and the case file number. One
264 copy of the ~~diskette or~~ disc must be served on each party separately represented by
265 counsel. The filing party must certify that the ~~diskette or~~ disc has been scanned for
266 viruses and that it is virus-free.

267 **Advisory Committee Comment--2008 Amendments**

268 Rule 110.02 subd. 4, is amended to delete provision for filing a
269 transcript in electronic form on 3½" diskettes. That format is obsolete,
270 and CD-ROM is the format best suited to this use and most convenient
271 for the courts and the parties.

Recommendation 4: Amend Rule 120.02 to Expand and to Conform the Service Requirements in Extraordinary Writ Applications in Criminal Cases to Provisions in the Minnesota Rules of Criminal Procedure.

Introduction

The rules of criminal procedure require that the notice of appeal be served *on the attorney general in all criminal cases*. Where appeals are taken by the prosecution, the state public defender must also be served. *See* Minn. R. Crim. P. 28.04, subdivisions 2(2)(appeal by prosecutor of pretrial order), 6(1)(appeal of postconviction order), 8(1)(appeal from judgment of acquittal, vacation of judgment after guilty verdict, or from order granting a new trial). This Court asked that this committee and the advisory committee on the criminal rules to address the question of whether the notice provisions in the existing rule are sufficient for writ practice in criminal cases. *See State v. Hart*, 723 N.W.2d 254 (Minn. 2006). At its December 2007 meeting the criminal rules advisory committee decided that the requirement of service on the state public defender is appropriate and should be added to the civil appellate rules, and this committee concurs. This committee has drafted a rule that imposes a notice requirement for service on both the state public defender and the attorney general, using language similar to that used in the criminal rules for other appellate proceedings.

Specific Recommendation

Rule 120.02 should be amended as follows:

272 **RULE 120. WRITS OF MANDAMUS AND PROHIBITION DIRECTED**
273 **TO A JUDGE OR JUDGES AND OTHER WRITS**

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275 **Rule 120.02. Submission of Petition; Response to the Petition**

276 The petition shall be served on all parties and filed with the clerk of the
277 appellate courts. In criminal cases, the State Public Defender and the Attorney
278 General shall also be served. If the lower court is a party, it shall be served; in all
279 other cases, it should be notified of the filing of the petition and provided with a
280 copy of the petition and any response. All parties other than the petitioner shall be
281 deemed respondents and may answer jointly or separately within five days after
282 the service of the petition. If a respondent does not desire to respond, the clerk of
283 the appellate courts and all parties shall be advised by letter within the five-day
284 period, but the petition shall not thereby be taken as admitted.

285

286 **Advisory Committee Comment--2008 Amendments**

287 Rule 120.02 is amended to add a single requirement for writ
288 practice in criminal cases. The additional requirement of service on the
289 public defender and attorney general is patterned on similar service
290 requirements in the rules of criminal procedure. See MINN. R. CRIM. P.
291 28.04, subd. 2(2)(appeal by prosecutor of pretrial order), subd.
292 6(1)(appeal of postconviction order), subd. 8(1)(appeal from judgment
293 of acquittal, vacation of judgment after guilty verdict, or from order
294 granting a new trial; MINN. R. CRIM P. 128.02, subd. 4. The
295 requirement for notice in petitions for extraordinary writs is especially
296 appropriate given the short time periods for writ practice. See generally
297 *State v. Barrett*, 694 N.W.2d 783 (Minn. 2005)(discussing importance
298 of service requirements).

Recommendation 5: Amend Rule 128 to Require Appellant to Provide an Addendum Including the Relevant Decisions Germane to the Appeal.

Introduction

The current rules require that the appellant provide relevant trial court decisions in the Appendix, which in many cases relegates it to a separate bound volume, along with voluminous, and often extraneous, material.

The federal courts, at least in some circuits, have long provided for preparation of an “Addendum” to the briefs, mandatory for the appellant and optional for appellees, containing the relevant trial court decisions. *See, e.g., 8th Cir. R. App. P. 28A(b), reprinted in MINNESOTA RULES OF COURT: FEDERAL 201 (West 2008 ed.)*. The committee believes a similar requirement for Minnesota appeals will serve the interests of the parties and the court, and should be adopted.

Specific Recommendations

1. Rule 128 should be amended as follows:

RULE 128. BRIEFS

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300

Rule 128.06. Addendum

301

Subdivision 1. Contents. Appellant must prepare an addendum and file it with the opening brief. The addendum must include:

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(a) a copy of any order, judgment, findings, or trial court memorandum in the action, and, if applicable, a copy of any order or opinion of the court of appeals, directly relating to or affecting issues on appeal; and

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307 (b) short excerpts from the record, other than from the transcript
308 of testimony, that would be helpful in reading the brief without immediate
309 reference to the appendix.

310 **Subd. 2. Length.** The addendum must not exceed 15 pages excluding the
311 orders, judgments, and opinions required by subdivision (1)(a) of this rule. The
312 addendum must be incorporated into the back of the brief, unless it includes a long
313 district court decision, in which event it may be bound separately. If bound
314 separately, the appellant must file the same number of addenda as briefs.

315 **Subd. 3. Respondent's Addendum.** The respondent's brief may include
316 an addendum not to exceed 15 pages, which must be incorporated into the back of
317 the brief.

318 **Subd. 4. Non-Duplication.** A document or other material included in any
319 party's addendum need not be included in any appendix.

320

321 **Advisory Committee Comment—2008 Amendments**

322 Rule 128.06 is a new rule, containing a new requirement for
323 submission of an addendum. The rule permits the key trial court
324 rulings, and up to 15 additional pages that would be helpful to reading
325 the brief, to be bound with the brief. Presumably, the materials in the
326 addendum would otherwise be contained in the appendix, so this rule
327 really just reorganizes the location of the materials for the benefit of the
328 parties and the appellate judges. The rule explicitly provides for
329 inclusion of the relevant trial court orders or judgment and decisions of
330 the court of appeals in the addendum; it does not contemplate
331 attachment of briefs of the parties. In the rare cases where memoranda
332 of the parties are relevant to the appeal, they should be included in the
333 appendix.

2. Rule 130.01 should be amended as follows:

334 **RULE 130. THE APPENDIX TO THE BRIEFS;**
335 **SUPPLEMENTAL RECORD**

336
337 **Rule 130.01 Record Not to be Printed; Appellant to File Appendix**

338 **Subdivision 1. Record; Portions.** The record shall not be printed. The
339 appellant shall prepare and file an appendix to its brief. The appendix shall be
340 separately and consecutively numbered and shall contain the following portions of
341 the record:

- 342
343 (a) the relevant pleadings;
344 (b) the relevant written motions and orders;
345 (c) the verdict or the findings of fact, conclusions of law and order for
346 judgment;
347 (d) the relevant post trial motions and orders;
348 (e) any memorandum opinions;
349 (f) if the trial court's instructions are challenged on appeal, the instructions,
350 any portion of the transcript containing a discussion of the instructions and any
351 relevant requests for instructions;
352 (g) any judgments;
353 (h) the notice of appeal;
354 (i) if the constitutionality of a statute is challenged, proof of compliance
355 with Rule 144; and
356 (j) the index to the documents contained in the appendix.

357
358 The parties shall have regard for the fact that the entire record is always
359 available to the appellate court for reference or examination and shall not engage
360 in unnecessary reproduction. Any documents included in an addendum to a
361 party's brief need not be included in the appendix.

Recommendation 6: Rule 132 Should Be Amended to Permit the Appendix to be Submitted with Two-Sided Printing.

Introduction

Rule 132.01, subdivision 1, requires briefs and appendices to be submitted with printing on one side of the page. The committee believes the rule should be amended to permit, but not require, the appendix to be submitted with two-sided copying. The benefits of this are reduced size and weight, as well as reduced expense.

Specific Recommendation

Rule 132 should be amended as follows:

362 **RULE 132. FORM OF BRIEFS; APPENDICES, SUPPLEMENTAL**
363 **RECORDS, MOTIONS AND OTHER PAPERS**

364 **Rule 132.01. Form of Briefs, Appendices, and Supplemental Records**

365 **Subdivision 1. Form Requirements.** *Any process capable of producing*
366 *a clear black image on white paper may be used. Briefs shall be printed or typed*
367 *on unglazed opaque paper. If a monospaced font is used, printed or typed material*
368 *(including headings and footnotes) must appear in a font that produces a maximum*
369 *of 10½ characters per inch; if a proportional font is used, printed or typed material*
370 *(including headings and footnotes) must appear in at least 13-point font. Formal*
371 *briefs and accompanying appendices shall be bound together by a method that*
372 *securely affixes the contents, and that is substantially equivalent to the list of*
373 *approved binding methods maintained by the clerk of appellate courts. Methods*
374 *of binding that are not approved include stapling, continuous coil spiral binding,*
375 *spiral comb bindings and similar bindings. Pages shall be 8½ by 11 inches in size*

376 with written matter not exceeding 6½ by 9½ inches. Written matter in briefs and
377 addenda shall appear on only one side of the paper; appendices and supplemental
378 records may be produced in the same manner or using two-sided printing. The
379 pages of the appendix shall be separately and consecutively numbered. Briefs
380 shall be double-spaced, except for tables of contents, tables of authorities,
381 statements of issues, headings and footnotes, which may be single-spaced. Carbon
382 copies shall not be submitted.

383 * * *

384 **Advisory Committee Comment—2008 Amendments**

385 Rule 132.01 is amended to permit, but not require, the preparation
386 of appendices and supplemental records using two-sided copies. The
387 rule's requirement for use of opaque paper is particularly important if a
388 party elects to submit a two-sided appendix.

Recommendation 7: Amend Rule 134.06 & .07 to Conform the Rule to the Current Facilities and Long-Standing Practices of the Appellate Courts.

Introduction

Rule 134 contains several provisions that are either incomplete or outdated, and the rule should therefore be updated. First, Rule 134.06, subdivision 1, provides that the date of submission of cases where there will be no argument is generally ten days after the completion of briefing (or on the date the court consents to waiver of argument after argument is set). Because the court of appeals has followed a different practice since the early days of the court, placing nonoral cases on a calendar before a panel with other cases and deeming them submitted at that time, the rule should be conformed to the reality of court practice. (Both the court of appeals and supreme court follow the practice of placing cases on a nonoral calendar for consideration on the briefs; the significance of the rule is greater for the court of appeals because of the statutory mandate that it decide cases within 90 days of submission.)

Similarly, Rule 134.07 contains provisions relating to exhibits, plats, and courtroom blackboards that are unclear or misleading. (In the case of courtroom blackboards, the rule is both fanciful and irrelevant, given the absence of blackboards in any of the appellate courtrooms and the dearth of requests or need for a blackboard.) The committee recommends that this rule also be amended to provide useful guidance to litigants. The proposed rule provides explicitly for what is probably the preferred practice—providing clear individual copies of any demonstrative exhibits to the court, either in the addendum or appendix or before the commencement of argument.

Specific Recommendation

Rule 134 should be amended as follows:

389 **RULE 134. ORAL ARGUMENT**

390 * * *

391 **Rule 134.06. Submission on Briefs**

392 ~~Subdivision 1. Waiver by Agreement. Oral argument once allowed may~~
393 ~~be waived by agreement of the parties and consent of the court, and the matter~~
394 ~~shall be deemed submitted on the briefs ten days after the completion of the~~
395 ~~briefing or on the date the appellate court consents to the waiver of oral argument,~~
396 ~~whichever is later.~~

397 ~~Subd. 2. Case Submitted. When no oral argument has been requested,~~
398 ~~the case shall be considered submitted ten days after the completion of the~~
399 ~~briefing.~~

400 ~~Subd. 3. Oral Argument Disallowed. If, pursuant to Rule 134.01(d),~~
401 ~~oral argument is not allowed, the case shall be deemed submitted to the court at~~
402 ~~the time of notification of the denial of oral argument.~~

403 An appeal will be placed on a nonoral calendar and deemed submitted on
404 the briefs on that calendar date in the following circumstances:

- 405 a) When oral argument has not been requested;
406 b) When oral argument once allowed has been waived by agreement of
407 the parties and consent of the court; or
408 c) If, pursuant to Rule 134.01(d), oral argument is not allowed.

409
410 **Rule 134.07. Trial Court Exhibits; Plats-Diagrams and Demonstrative Aids**

411 ~~Subdivision 1. Trial Court Exhibits. If any exhibits are to be used at the~~
412 ~~hearing, counsel planning to use any trial court exhibits during oral argument~~
413 ~~shall must arrange before the day of argument with the clerk of the appellate~~
414 ~~courts to have them placed in the courtroom before the court convenes on the date~~
415 ~~of the hearing. Counsel will also see that all photographic exhibits are in court for~~
416 ~~the oral argument.~~

417 **Subd. 2. Plats, Diagrams and Demonstrative Aids.** In cases where a plat,
418 ~~or~~-diagram, or demonstrative aid will facilitate an understanding of the facts or of
419 the issues involved, counsel shall either:

- 420 (1) Provide a copy in the addendum to the brief or in the appendix;
421 (2) Provide individual copies to opposing counsel and the court before the
422 argument;
423 (3) If necessary, have in court a plat, ~~or~~-diagram, or demonstrative aid of
424 sufficient size and distinctness to be visible to the court and opposing
425 counsel. The plat or diagram may be drawn on the courtroom
426 blackboard, or
427 (4) In advance of oral argument make arrangements with the court for the
428 set up and removal of any video projection or audio playback
429 equipment needed for presentation of trial electronic exhibits or
430 demonstrative aids.

431
432 **Advisory Committee Comment—2008 Amendments**

433 Rule 134.06 is amended to conform the rule to the uniform practice
434 of the both the court of appeals and supreme court for cases to be
435 submitted without argument. In all cases it is the practice of the courts
436 to place these cases on an argument calendar for a specific date, noting
437 that nonoral cases will be submitted without argument. The rule is
438 simply amended to conform to this practice.

439 Rule 134.07 is amended to broaden the rule and also to conform it
440 to current court practices. Prior to amendment, Rule 134.07 spoke
441 generally of “exhibits,” referring either to trial court exhibits or
442 possibly to demonstrative aids. As amended, subdivision 1 addresses
443 trial court exhibits, and states the requirement that counsel seeking to
444 use them in some way in argument must make arrangements for them
445 to be in the courtroom. This is rarely necessary, as exhibits are
446 available to the court and important exhibits are usually reproduced in a
447 party’s addendum or appendix. Subdivision 2 is revamped more
448 extensively, to reflect the wider array of materials that might have a
449 role at oral argument. Most importantly, the revised rule provides for
450 what is probably the best way to provide demonstrative exhibits to the
451 court: include them in the addendum or appendix, which makes them
452 available to all judges both before and at argument or, if they are not
453 included in the addendum or appendix, provide copies to the marshal
454 for distribution to the judges or justices and to opposing counsel before
455 the beginning of oral argument. “Blow-ups” of documents are
456 notoriously ineffective at argument, as most typed documents—even if
457 enlarged many times—are still difficult or impossible to read across a
458 courtroom. The rule also makes it clear that in order to present video

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images or audio recordings at argument, whether for parts of the record or for demonstrative aids, counsel must arrange for the presence and operation of playback equipment. The inclusion of this provision is not to encourage the use of audio or video equipment at argument—it is often more distracting than useful—but there are circumstances where its use may be appropriate. The revised rule makes it clear how it may be used. The court will likely require that any equipment be set up before the first argument of the day or during a break, and removed at the end of the day or during a formal break.

Recommendation 8: Amend Rule 125 to Clarify that U.S. Mail Is Required for “Mailed” Service and Filing, and that Filing and Service by Facsimile Are Not Generally Allowed.

Introduction

Questions have repeatedly arisen regarding the effect of service by Federal Express, UPS, DHL, or other similar commercial courier. The rule permits both service and filing “by mail,” which remains ambiguous to some appellate litigants. The committee believes that it would be worthwhile to amend Rule 125 to make it clear that service and filing “by mail” requires use of the United States Mail. A party may use one of the commercial couriers, but the effect of filing or service by courier is the same as hand delivery. This clarification removes three areas of ambiguity under the current rule. First, it removes any argument that service or filing by this often-useful means is not permitted. Second, it establishes that service and filing by courier are effective upon receipt, just as personal service would be. Consequently, the rule also clarifies the effect of service by courier: additional time is not allowed following service by courier, as it is not needed for any reason. These changes mirror changes made to MINN. R. CIV. P. 6.05, by amendment effective January 1, 2007.

Finally, the rules should be amended to make it clear that facsimile filing is not permitted and service by facsimile is permitted only with consent of the party being served.

Specific Recommendation

Rule 125.01 & .03 should be amended as follows:

468 **RULE 125. FILING AND SERVICE**

469 **Rule 125.01. Filing**

470 Papers required or authorized by these rules shall be filed with the clerk of
471 the appellate courts within the time limitations contained in the applicable rule.
472 Filing may be accomplished by ~~mail~~ United States Mail addressed to the clerk of
473 the appellate courts, but filing shall not be timely unless the papers are deposited
474 in the mail within the time fixed for filing. Filing may be accomplished by use of
475 a commercial courier service, and shall be effective upon receipt by the clerk of
476 the appellate courts. Filing by facsimile or other electronic means is not allowed
477 in the appellate courts, except with express leave of the court.

478 If a motion or petition requests relief ~~which~~ that may be granted by a single
479 judge, the judge may accept the document for filing, in which event the date of
480 filing shall be noted on it and it shall be thereafter transmitted to the clerk. All
481 papers filed shall include the attorney registration license number of counsel filing
482 the paper and, if filed subsequent to the notice of appeal, shall specify the
483 appellate court docket number.

484 **Rule 125.02. Service and Filing of All Papers Required**

485 Copies of all papers filed by any party shall be served by that party, at or
486 before the time of filing, on all other parties to the appeal or review. Papers shall
487 be filed with the clerk of the appellate courts at the time of service or immediately
488 thereafter. Service on a party represented by counsel shall be made on the
489 attorney.

490 **Rule 125.03. Manner of Service**

491 Service may be personal or by ~~mail~~ United States Mail. Personal service
492 includes delivery of a copy of the document to the attorney or other responsible
493 person in the office of the attorney, or to the party, if not represented by counsel,
494 in any manner provided by Rule 4, Minnesota Rules of Civil Procedure. Service
495 by ~~mail~~ United States Mail is complete on mailing; however, whenever a party is
496 required or permitted to do an act within a prescribed period after service and the

497 paper is served by ~~mail~~ United States Mail, 3 days shall be added to the prescribed
498 period. Personal service may be effected by use of a commercial courier service,
499 and it shall be effective upon receipt. Service by facsimile or other electronic
500 means is allowed only with the consent of the party to be served, and is effective
501 upon receipt.

502
503 * * *

504 **Advisory Committee Comment—2008 Amendment**

505 Rules 125.01 and .03 are amended to make clear the intent of the
506 existing rule: that service and filing “by mail” under the rules requires
507 use of the United States Mail. This clarification parallels a similar set
508 of amendments to the Minnesota Rules of Civil Procedure. *Compare*
509 *Minn. R. Civ. P. 6.05* (amended in 2007 to specify U.S. Mail) *with*
510 *Minn. R. Civ. P. 5.05* (historically requiring use of first-class mail).
511 The rule also makes it clear that it is permissible to use Federal
512 Express, UPS, or other commercial courier for both filing and service,
513 but delivery by that means is treated as any other hand delivery, and
514 effective only upon receipt. Additional time for response to service by
515 these services is thus neither required nor provided for, because the
516 response period begins to run at the time of receipt.

517 These rules are also amended to make it clear that neither service
518 nor filing by facsimile are ordinarily allowed in the appellate courts. In
519 exigent circumstances the courts may request that courtesy copies of
520 papers be provided by facsimile, but originals must be filed as provided
521 in Rule 125.01. Service by facsimile is not generally permitted by rule,
522 but if a party agrees to be served by facsimile it is permissible under the
523 amended rule and is effective upon receipt. This provision recognizes
524 that service by facsimile may be cost-effective and convenient for
525 motions, notices, and other papers; it is unlikely to be used for briefs
526 and appendices. The scope of any agreement to consent to service by
527 facsimile should be carefully defined; it will be the unusual appeal
528 where the parties really want their agreement to extend to the briefs and
529 any appendices. The extension of this provision to service “by other
530 electronic means” is intended to permit service by electronic mail,
531 again only where the party to be served has agreed to it for the type of
532 document involved.