

Instruction for Filing an Administrative (Certiorari) Appeal at the Minnesota Court of Appeals Kev Zwm Tsab Ntawv Thov Kev Txiaiv Txim Dua Ntawm Chaw Khiav Dej Num (Tshab Xyuas Txog Kev Txiaiv Txim) hauv Minnesota Tsev Hais Cov Plaub Txiaiv Txim Dua

Revised July 10, 2024/Hloov kho Lub Xya Hli Ntuj Tim 10, 2024

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

Pob ntawv no yog muab ua ntaub ntawv cob qhia dog dig txog cov txheej txheem kev txiaiv txim dua txog ib txoj kev txiaiv txim kawg los ntawm tus kws phua txim hauv chaw khiav dej num, lub koom haum, ib fab nom tswv (dua li lub tsev hais plaub), los yog qee lwm cov ke txiaiv tximuas yuav tsum tau txiaiv txim dua los ntawm tsab ntawv thov kev yuam tshab xyuas txog kev txiaiv txim dua. Txoj kev txiaiv txim dua yuav tsum yog los ntawm ib txoj kev txiaiv txim kawg kiag. Qee hom kev txiaiv txim ntawm chaw khiav dej num yuav tsum coj mus txiaiv txim dua hauv cheeb tsam tsev hais plaub ua ntej yuav coj mus txiaiv txim dua tau hauv Lub Tsev Hais Cov Plaub Txiaiv Txim Dua. Pob ntawv no yuav tsis qhia txog cov txheej txheem thov kev txiaiv txim dua hauv cheeb tsam tsev hais plaub.

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

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

Pob ntawv no puav leej tsis qhia txog cov kev txiaiv txim dua rau kev poob hauj lwm. Yog koj xav thov kev txiaiv txim dua rau ib txoj kev txiaiv txim txog cov nyiaj poob hauj lwm, thov mus xyuas cov lus qhia kev thov txiaiv txim dua txog nyiaj poob hauj lwm thiab cov ntaub ntawv,

uas muaj nyob rau ntawm

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

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

Cov lus no yuav qhia txog cov kauj ruam pib thov kev txiav txim dua ntawm chaw khiav dej num (tshab xyuas kev txiav txim) thiab teb cov lus nquag nug, tiam sis tsis yog cov lus cob qhia txhij txhua ntawm txoj cai.

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

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

This packet includes/Pob ntawv no muaj xws li:

- Step-by-Step Instructions for Filing a Certiorari Appeal
Cov Kauj Ruam Qhia Kev Zwm Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiav Txim Dua
- Form: Petition for Writ of Certiorari
Tsab ntawv: Tsab Ntawv Thov Kev Yuam Tshab Xyuas Txog Kev Txiav Txim
- Form: Statement of the Case
Tsab ntawv: Nqe Lus Teev Rooj Plaub
- Form: Writ of Certiorari
Tsab ntawv: Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim
- Form: Certificate of Service of the Petition for Writ of Certiorari on the Agency
Tsab ntawv: Ntawv Pov Thawj Kev Xa Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiav Txim ntawm Koom Haum
- Form: Certificate of Service by Mail of the Petition, Unsigned Writ, Statement of the Case, and Administrative Law Judge or Agency Decision
Tsab ntawv: Ntawv Pov Thawj Kev Xa Hauv Chaw Xa Tsab Ntawv Yuam Tsis Kos Npe Rau, Nqe Lus Teev Rooj Plaub, thiab Kws Phua Txim Kev Lis Ntaub Ntawv los yog Koom Haum Txoj Kev Txiav Txim

- Form: Certificate of Service by Mail of the Issued Writ of Certiorari
Tsab ntawv: Ntawv Pov Thawj Kev Xa hauv Chaw Xa Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiaiv Txim uas Muab Tso Tawm
- Form: Certificate of Service by Mail of Brief
Tsab ntawv: Ntawv Pov Thawj Kev Xa hauv Chaw Xa Qhov Lus Meej

For Additional Assistance/Lwm Cov Kev Pab Txhawb Ntxiv:

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

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

The State Law Library also hosts an Appeals Self-Help Clinic (<https://mn.gov/law-library/services/clinics/appealsclinic.jsp>) where you can get brief free legal advice about your case from a volunteer attorney or get help filling out forms. The Appeals Self-Help Clinic is on the third Thursday of the month from 1:30-4:30 p.m. For more information about the Appeals Self-Help Clinic, call (651) 297-7651.

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

**Important Information about Administrative (Certiorari) Appeals
Ncauj Lus Tseem Ceeb Txog Cov Kev Txiaiv Txim Dua rau Kev Lis
Ntaub Ntawv (Tshab Xyuas Txog Kev Txiaiv Txim)**

**Certain Decisions Must Be Appealed by a Petition for Writ of Certiorari
Qee Cov Kev Txiaiv Txim Dua Yuav Tsum Muaj Tsab Ntawv Thov Yuam
Tshab Xyuas Txog Kev Txiaiv Txim**

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

Qee hom kev txiaiv txim kawg yuav tsum yog txiaiv txim dua raws *tsab ntawv thov yuam tshab xyuas txog kev txiaiv txim*. Cov kev yuam tshab xyuas txog kev txiaiv txim dua uas tshab xyuas txog yuav siv cov txheej txheem txawv ntawm cov kev txiaiv txim hauv cheeb tsam tsev hais plaub. Cov hom kev txiaiv txim uas yuav tsum muaj kev txiaiv txim dua raws *yuam tshab xyuas txog kev txiaiv txim* muaj xws li: (1) cov kev txiaiv txim tom qab sib hais tag ib rooj plaub raws li Txoj Cai Tswj Chaw Lis Ntaub Ntawv Cov Txheej Txheem (Administrative Procedures Act) (Minnesota Cov Cai Lij Choj tshooj 14), (2) cov kev txiaiv txim txog nyiaj poob hauj lwm, (3) cov kev txiaiv txim dua txog nyiaj them rau neeg ua hauj lwm raug mob, (4) tsev hais plaub cov kev txiaiv txim dua txog nqi se, thiab (5) cov kev txiaiv txim puas rau kev cai ntawm lub koom haum hauv xeev, ib fab nom tswv hauv xeev, los yog lub tuam tsev kawm ntawv qib siab University of Minnesota.

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

Pob ntawv no tsis qhia txog tsev hais plaub cov kev txiaiv txim dua txog nqi se thiab cov kev txiaiv txim dua txog nyiaj them rau neeg ua hauj lwm raug mob, uas yuav tau thov kev txiaiv txim dua ncaj qha mus rau Minnesota Qib Tsev Hais Plaub Loj.

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

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

Pob ntawv to tsis qhia txog cov kev txiaiv txim dua txog nyiaj poob hauj lwm. Yog koj xav thov kev txiaiv txim dua rau ib txoj kev txiaiv txim txog cov nyiaj poob hauj lwm, thov mus xyuas cov lus qhia kev thov txiaiv txim dua txog kev poob hauj lwm thiab cov ntaub ntawv, uas muaj nyob rau ntawm

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

Court of Appeals Opinions are Available to the Public
Muaj Cov Tswv Yim Kev Xav Qhia Rau Pej Xeem Huab Hwm Txog Lub
Tsev Hais Cov Plaub Cov Kev Txiaiv Txim Dua

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

Thaum twg txiaiv txim dua tiav rau koj, Lub Tsev Hais Cov Plaub Cov Kev Txiaiv Txim Dua yuav suav ib tsab ntawv teev kev txiaiv txim, hu ua “tswv yim kev xav,” uas yog yuav piav qhia txog koj rooj plaub thiab cov laj thawj rau lub tsev hais plaub txoj kev txiaiv txim. **Yuav muab lub tswv yim kev xav qhia rau pej xeem huab hwm ntawm Minnesota Judicial Branch qhov vas sab.** Tom qab zwm tiav ib lub tswv yim kev xav, yuav tshem tsis tau nws tawm saum Huab Cua. Qhov no txhais tau tias yog leej twg tshawb koj lub npe saum Huab Cua nws yuav pom thiab nyeem tau lub tswv yim kev xav, uas yuav muaj qhov laj thawj uas koj raug ncaws tawm hauj lwm nrog.

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

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

Txoj kev txiaiv txim dua rau koj yog kav los ntawm [Minnesota Cov Cai Hais Txheej Txheem Kev Txiaiv Txim Dua rau Laj Mej Pej Xeem](#), [Cov Cai Tshwj Xeeb Hais hauv Minnesota Tsev Hais Cov Plaub Txiaiv Txim Dua](#), thiab Minnesota Cov Cai Lij Choj. [Minnesota Cov Cai Lij Choj tshooj 14](#) thiab [tshooj 606](#) muaj feem xyuam rau ntau cov kev txiaiv txim dua txog kev lis ntaub ntawv.

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

Pob ntawv no muaj cov lus qhia yooj yim, tiam sis koj yuav tsum tau nyeem cov kev cai thiab cov cai lij choj koj tus khej kom paub meej ntxiv. **Yog koj sawv cev tam koj tus kheej, koj muaj tes dej num yuav tau tshawb fawb txog tsev hais plaub cov kev cai, rooj plaub txoj cai, thiab cov cai lij choj uas kav koj rooj plaub.**

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

Koj yuav nrhiav tau cov kev cai, rooj plaub txoj cai, thiab cov cai lij choj nyob rau hauv Xeev Minnesota Tsev Qiv Ntawv Lij Choj (RoomG25, Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155, los yog hu rau 651-297-7651), thiab hauv cov tsev qiv ntawv dawb rau laj mej pej xeem. Koj yuav puav leej nrhiav tau cov kev cai nyob rau ntawm Minnesota Judicial Branch qhov vas sab (<http://www.mncourts.gov/About-The-Courts/SupremeCourt/CourtRules.aspx>).

Filing Fees/Cov Nqi Zwm Ntawv

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

Nyob rau hauv txoj kev txiav txim dua txog kev lis ntaub ntawv (tshab xyuas txog kev txiav txim), tus kws foob plaub ntug (tus neeg ua ntawv thov kev txiav txim dua) yuav tsum them qhov nqi zwm ntawv \$550 rau tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua. Yog koj them tsis taus koj qhov nqi zwm ntawv, koj thov tau tus neeg txiav txim txog kev lis ntaub ntawv kom zam qhov nqi xwm ntawv rau txoj kev txiav txim dua. Tej thaum yuav hu qhov lus txib txoj kev zam nqi zwm ntawv ua *kev tso cai hais mus “raws tus yam ntxwv neeg txom nyem (in forma pauperis (IFP)).”* Xyuas [Minn. R. Civ. App. P. 103.01, subd. 1; 109.](#)

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

Kom tau qhov lus txib kev zam nqi zwm ntawv rau txoj kev txiav txim dua, koj yuav tsum thov ntawm tus neeg txiav txim kev lis ntaub ntawv. Koj puav leej thov tau tus neeg txiav txim kev lis ntaub ntawv kom zam cov nqi npaj daim ntawv teev rooj sib hais rau txoj kev txiav txim dua rau koj. Yog tus neeg txiav txim tsis kam zam nqi zwm ntawv rau txoj kev txiav txim dua, koj ua ntawv thov tau mus rau Lub Tsev Hais Cov Plaub Txiaiv Txim Dua kom tshab xyuas txog tus neeg txiav txim txoj kev tsis kam ua raws li koj thov txog.

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

Mus cuag tus neeg txiav txim kev lis ntaub ntawv kom paub cov kev thov zam koj qhov nqi zwm ntawv thov kev txiav txim dua. Minnesota Judicial Branch qhov vas sab muaj cov ntawv thiab cov lus qhia thov kev txiav txim dua txog kev zam nqi zwm ntawv ntawm cheeb tsam tsev hais plaub cov kev txiav txim (muaj cov ntawv nyob ntawm no: <http://www.mncourts.gov/GetForms.aspx?c=19&p=70>). Koj yuav kho tau cov ntawv no kom ua tau koj tsab ntawv thov kev zam nqi ntawm tus neeg txiav txim kev lis ntaub ntawv.

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

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

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

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

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

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

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

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

Cov Kauj Ruam Qhia Kev Zwm Ntawv rau Kev Txiav Txim Dua Txog Kev Lis Ntaub Ntawv (Tshab Xyuas Txog Kev Txiav Txim Dua)

Step 1: Calculate Your Appeal Deadline

Kauj Ruam 1: Ntsuas Hnub Kawg Rau Koj Thov Kev Txiav Txim Dua

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

Hnub kawg thov kev txiav txim dua txog kev lis ntaub ntawv (tshab xyuas txog kev txiav txim) yuav sib txawv raws hom kev txiav txim uas xav kom txiav txim dua rau. Tej zaum koj yuav tau tshawb fawb txog txoj cai lij choj twg kav hom kev txiav txim twg uas koj xav thov kom txiav txim dua rau:

- If you are appealing a decision under Minnesota Statutes chapter 14, your appeal must be filed no more than **30 days after the final decision**. To meet this deadline, you must file and serve your *Petition for Writ of Certiorari* by the date you calculate below. See Steps 2 & 3 for information about the Petition for Writ of Certiorari.
Yog tias koj thov kev txiav txim dua raws li Minnesota Cov Cai Lij Choj tshooj 14, koj yuav tsum zwm koj tsab ntawv thov kev txiav txim dua tsis pub lig tshaj **30 hnub tom qab txiav txim zaum kawg**. Kom ua tau raws hnub kawg no, koj yuav tsum zwm thiab xa koj *Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiav Txim* ua ntej hnub uas koj ntsuas tau nram no. Xyuas Kauj Ruam 2 & 3 kom paub txog Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiav Txim.
- If you are appealing a decision under Minnesota Statutes chapter 606, your appeal must be filed no more than **60 days after getting notice of a decision**. To meet this deadline, the signed (“issued”) *Writ of Certiorari* must be served by the date you calculate below. See Step 6 for information about the signed *Writ of Certiorari*.
Yog tias koj thov kev txiav txim dua raws li Minnesota Cov Cai Lij Choj tshooj 606, koj yuav tsum zwm koj tsab ntawv thov kev txiav txim dua tsis pub lig tshaj **60 hnub tom qab txais tau tsab ntawv faj seeb txog kev txiav txim**. Kom ua tau raws hnub kawg no, yuav tsum xa *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim* muab (“tso tawm”) uas kos npe rauua ntej hnub uas koj ntsuas tau nram no. Xyuas Kauj Ruam 6 kom paub txog *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim* uas kos npe rau.

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

Ntsuas txoj cai lij choj uas kav txoj kev txiav txim dua rau koj, cov sij hawm koj muaj thov kev txiav txim dua, thiab hnuv uas pib rau lub sij hawm yuav txiav txim dua:

General Instructions for Calculating Court of Appeals Deadlines
Cov Lus Qhia Dog Dig rau Kev Ntsuas Cov Hnuv Kawg Rau Lub Tsev Hais Cov Plaub
Txiav Txim Dua

- Do not count the day of the event that starts the time period (for example, the date the decision was mailed to you). Instead, start counting the next day.
Tsis txhob suav hnuv uas qhov xwm txheej pib ua hnuv pib rau lub sij hawm (piv txwv, hnuv uas xa tsab ntawv txiav txim rau koj). Pib suav hnuv tom qab.
- Continue counting calendar days. Do not skip weekends or legal holidays. Suav cov hnuv mus. Tsis txhob hla cov hnuv kawg hauv lim tiam los yog cov hnuv caiv raws kev cai lij choj.
- If the last day of the period falls on a Saturday, Sunday, or legal holiday, then the deadline is the next business day. For the purpose of calculating deadlines, legal holidays for the appellate courts are:
Yog hnuv kawg ntawm lub sij hawm no poob rau hnuv Saturday, Sunday, los yog hnuv caiv raws kev cai lij choj, ces hnuv kawg yuav yog hnuv qhib lag luam tom ntej. Rau qhov laj thawj kev ntsuas cov hnuv kawg, cov hnuv caiv raws kev cai lij choj rau cov tsev hais plaub txiav txim dua yuav yog:
 - New Year’s Day (January 1);
Hnuv Xyoo Tshiab (Ib Hlis Tim 1);
 - Martin Luther King, Jr.’s birthday (the third Monday in January);
Hnuv Yug Martin Luther King, Jr. (Hnuv Monday thib peb hauv lub Hlis Ntuj);
 - Presidents’ Day (the third Monday in February);
Hau Teb Chaws Hnuv (Hnuv Monday thib peb hauv lub Ob Hlis Ntuj);
 - Memorial Day (the last Monday in May);
Hnuv Nco Txog Cov Tuag (Hnuv Monday kawg hauv lub Tsib Hlis Ntuj);
 - Juneteenth (June 19)/Lub Hli Thib Rau (Lub Rau Hlis Ntuj Tim 19);
 - Independence Day (July 4);
Hnuv Ywj Pheej (Xya Hli Tim 4);
 - Labor Day (the first Monday in September);
Hnuv Khwv (Thawj Hnuv Monday hauv lub Cuaj Hli Ntuj);
 - Columbus Day (the second Monday in October), even though the appellate courts are open on Columbus Day;
Columbus Hnuv (Hnuv Monday thib ob hauv lub Kaum Hli Ntuj), txawm tias cov tsev hais plaub txiav txim dua yeej qhib rau Columbus Hnuv;
 - Veterans’ Day (November 11);
Qub Tub Rog Hnuv (Kaum Ib Hlis Tim 11);

- Thanksgiving Day (the fourth Thursday in November);
Hnub Ua Tsaug (Hnub Thursday thib plaub hauv Kaum Ib Hlis Ntuj);
- The Friday after Thanksgiving; and
Hnub Friday tom qab Hnub Ua Tsaug; thiab
- Christmas Day (December 25).
Hnub Yug Yesxus (Kaum Ob Hlis Tim 25).

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

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

Faj seeb: Lub Tsev Hais Cov Plaub Cov Kev Txiav Txim Dua nua tsis tau hnub kawg rau kev txiav txim dua. Yog koj tsis ua raws hnub kawg no, yuav muab koj txoj kev thov txiav txim dua tshem tawm.

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

Kauj Ruam 2: Teb rau *Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiav Txim*, *Nqe Lus Teev Rooj Plaub*, thiab *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim* thiab luam tsab ntawv teev txoj kev txiav txim uas koj xav kom txiav txim dua

Fill out the *Petition for Writ of Certiorari*, which tells the court that you want to appeal.
Teb rau *Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiav Txim*, uas qhia rau lub tsev hais plaub tias koj xav kom muaj kev txiav txim dua.

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

Teb rau *Nqe Lus Teev Rooj Plaub*, uas *nthuav qhia me ntsis txog* cov laj thawj uas koj xav tias txoj kev txiav txim tag los uas koj xav kom txiav txim dua thiaj li tsis yog. Koj tsis tag teev cov ntsiab lus sib cam ntxaws rau hauv *Nqe Lus Teev Rooj Plaub*, vim tias koj yuav teev cov lus sib cam kom ntxaws rau hauv koj *Qhov Lus meej*. Tsis txhob rhais lwm cov ntaub ntawv ntxiv rau koj *Nqe Lus Teev Rooj Plaub*.

Some questions on the *Statement of the Case* may require you to complete some basic legal research about your appeal before you can complete them. Detailed instructions for completing this form are available at

<http://mncourts.gov/CourtOfAppeals.aspx#Tab08Resources>.

Tej zaum koj yuav tau tshawb fawb txog kev cai rau koj txoj kev thov txiav txim dua ntawm *Nqe Lus Teev Rooj Plaub* ua ntej koj yuav teb tau qee cov nqe lus nug kom tiav. Muaj cov lus qhia teb tsab ntawv no kom ntxaws ntawm

<http://mncourts.gov/CourtOfAppeals.aspx#Tab08Resources>.

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

Teb rau *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim* (tseg kab kos npe thiab rau hnuv tim rau tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua). *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim* yuav faj seeb qhia rau cov neeg teb plaub foob uas koj zwm koj tsab ntawv thov kev txiav txim dua thiab txib kom cov neeg teb plaub foob muab qee cov ntaub ntawv teev cia. Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua yuav kos npe rau *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim* tom qab koj zwm nws thiab yuav muab xa rov rau koj (xyuas kauj ruam 7 kom paub ntxiv txog *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim*) uas kos npe rau.

The party who files the appeal is called the “relator.” The other parties are called the “respondents.” Tog neeg uas zwm ntawv thov kev txiav txim dua yog hu ua “tus kws foob plaub ntug.” Lwm cov tog neeg yog hu ua “cov neeg te plaub foob.”

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

Teb rau tag nrho txhua kab hauv tsab ntawv uas tsis sau dab tsi rau (tseg kab kos npe thiab rau hnuv tim rau tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua). Yog koj tsis teb rau tag nrho cov kab tsis sau dab tsi rau, tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua yuav muab cov ntawv xa rov rau koj thiab nws yuav ua rau koj thov kev txiav txim dua tsis raws hnuv kawg.

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

Luam tsab ntawv teev txoj kev txiav txim uas koj xav kom txiav txim dua. Yog tias koj tsis luam muaj tsab ntawv teev txoj kev txiav txim, koj hu tau rau lub koom haum los yog fab nom tswv uas muaj txoj kev txiav txim ntawd thiab thov kom luam ib tsab ntxiv. Koj yuav

tau xa ib daim luam ntawm tsab ntawv txiav txim nrog rau koj ***Daim Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim.*** [Minn. R. Civ. App. P. 115.03](#), subd. 1.

**Step 3: File the *Petition for Writ of Certiorari*,
Statement of the Case, Writ of Certiorari, and copy of the decision**
**Kauj Ruam 3: Zwm Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiav
Txim, Nqe Lus Teev Rooj Plaub, Tsab Ntawv Yuam Tshab Xyuas Txog Kev
Txiav Txim, thiab luam tsab ntawv teev txoj kev txiav txim**

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

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

- Choose your method of filing (see instructions below).
Xaiv koj txoj kev zwm (xyuas cov lus qhia nram no).

General Instructions for “Filing”/Cov Lus Qhia Dog Dig Txog “Kev Zwm”

Parties **without an attorney** may file documents by any of the following three methods:
Cov tog neeg **tsis muaj kws lij choj** zwm tau cov ntaub ntawv raws peb txoj kev nram no:

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

- (2) By **mailing** the documents to the Clerk of the Appellate Courts, addressed to:
Raws **kev xa hauv chaw xa ntawv** mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua, sau kiag mus rau:

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

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

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

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

Raws **kev xa hauv tshuab hluav taws xob** hauv Cov Tsev Hais Plaub Txiaiv Txim Dua txoj kev zwm ntaub ntawv saum huab cua, E-MACS. Cov tog neeg uas tsis muaj kws lij choj tsis tag yuav tsum siv E-MACS, tiam sis yeej kheev lawv siv. Tiam sis, thaum twg koj xaiv zwm raws E-MACS, koj yuav tsum siv txoj kev zwm ntawd mus. Koj rov qab tsis tau mus zwm raws kev nqa mus rau los yog kev xa hauv chaw xa ntawv. **(Faj seeb: Tag nrho cov kws lij choj yuav tsum tau siv E-MACS thiab xa ntaub ntawv hauv chaw xa ntawv los yog nqa mus tsis tau rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua.)**

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

Xav paub txog kev zwm thiab xa ntawv hauv tshuab hluav taws xob, mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua qhov vas sab (www.mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab05AppellateFiling). Xav paub ntxiv txog kev zwm ntawv, xyuas [Minn. R. Civ. App. P. 125.01](#). **Tus Kws Lis Ntaub Ntawv Lub Chaw Hauj Lwm txais tsis tau cov ntawv uas zwm hauv xov tooj los yog hauv chaw sau ntawv email.**

- If you are filing your documents by hand-delivery or by mail, make a copy for yourself, a copy for each of the respondents, and a copy for the agency decision-maker, of each of the following documents: (1) *Petition for Writ of Certiorari*, (2) *Statement of the Case*, (3) *Writ of Certiorari*, and (4) a copy of the decision you are appealing.
- Yog koj zwm koj cov ntawv raws kev nqa mus rau los yog raws chaw xa ntawv, luam ib tsab nram no tseg rau koj tus kheej, luam rau ib tug neeg teb plaub foob twg, thiab luam rau lub koom haum tus neeg txiaiv txim: (1) *Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiaiv Txim*, (2) *Nqe Lus Teev Rooj Plaub*, (3) *Tsab Ntawv Tshab Xyuas Txog Kev Txiaiv Txim*, thiab (4) luam tsab ntawv teev txoj kev txiaiv txim uas koj xav kom rov txiaiv txim dua rau.
- Keep one copy of each document for your records and file the original of each with the Clerk of the Appellate Courts, or file electronically.

Khaws tseg ib tsab ntawv twg zus rau koj cov ntaub ntawv teev cia thiab zwm tsab tseem ib daig zus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua, los yog zwm hauv tshuab hluav taws xob.

Step 4: Serve the documents on respondents

Kauj Ruam 4: Xa cov ntawv mus rau cov neeg teb plaub foob

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

Txhua lub sij hawm uas koj xa ib tsab ntawv mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua kom zwm, yuav tsum luam ib tsab xa mus rau tag nrho lwm cov tog neeg thaum lub sij hawm los yog ua ntej lub sij hawm zwm. Qhov no yog hu ua “kev xa.”

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

Koj puav leej yuav tsum zwm tsab ntawv pov thawj kev xa ntawv (“pov thawj kev xa”) mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua. Muaj cov lus qhia ua ntawv pov thawj kev xa nyob rau ntawm Kauj Ruam 5.

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

Tseem ceeb: Yog koj thov kev txiav txim dua rau ib txoj kev txiav txim raws Minnesota Cov Cai Lij Choj tshooj 14, koj yuav tsum zwm *Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiav Txim thiab muab xa rau cov neeg teb plaub foob kom txog hnuv kawg uas koj ntsuas tau ntawm Kauj Ruam 1*, tsis li ces koj txoj kev thov txiav txim dua yuav raug muab tshem tawm. Minn. Stat. § 14.64 puav leej txwv kom koj luam xa *Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiav Txim* mus rau lub koom haum.

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

Yog koj thov kev txiav txim dua rau ib txoj kev txiav txim raws Minnesota Cov Cai Lij Choj tshooj 606, koj yuav tsum ua kom tiav kauj ruam no thiab koj yuav tsum tau txais *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim muab* (“tso tawm”) uas kos npe rau thiab muab xa rau cov neeg teb plaub foob kom txog hnuv kawg uas koj ntsuas tau ntawm Kauj Ruam 1, tsis li ces koj txoj kev thov txiav txim dua yuav raug muab tshem tawm. Xyuas Kauj Ruam 6 kom paub ntxiv txog *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim* muab (“tso tawm”) uas kos npe rau.

General Instructions for “Service”/Cov Lus Qhia Dog Dig Txog “Kev Xa”

There are multiple methods to accomplish service/Muaj ntau txoj kev xa kom tiav:

- 1) **Electronically through E-MACS**, at the time you are e-filing your documents, if the person you are serving is registered for electronic service through E-MACS.
Kev xa hauv tshuab hluav taws xob E-MACS, thaum lub caij uas koj zwm koj cov ntawv saum huab cua, yog tus neeg uas koj xa rau yeej rau muaj npe txais ntawv xa hauv E-MACS.
- 2) **By mail**, by depositing the documents, correctly addressed, in the U.S. Mail, with adequate first-class postage. You may serve documents by mail yourself.
Raws kev xa hauv chaw xa ntawv, los ntawm txoj kev muab cov ntawv xa rau qhov chaw nyob yog, nrog Teb Chaws Asmeskas Chaw Xa Ntawv, nrog qhov nqi xa yog rau thawj qib. Koj mus xa tau cov ntawv koj tus kheej.
- 3) **By certified mail**, by requesting and paying for this service at a post office. You may serve documents by certified mail yourself.
Raws kev ntaus thwj pov thawj kev xa ntawv, los ntawm txoj kev thov thiab them rau txoj kev xa no hauv lub chaw xa ntawv. Koj mus thov kev ntaus thwj pov thawj kev xa tau cov ntawv koj tus kheej.
- 4) **In person**, by having another person hand-deliver the documents. The person who delivers the documents must be 18 years or older and not a party to the appeal. You can not serve documents in person yourself, someone else must do it for you.
Raws tim ntsej tim muag, los ntawm txoj kev hais kom lwm tus neeg nqa cov ntawv mus cev kiag rau. Tus neeg uas nqa cov ntawv mus cev kiag yuav tsum muaj hnub nyoog 18 xyoo los yog laus dua thiab tsis yog tog neeg thov kev txiav txim dua. Koj nqa tsis tau cov ntawv mus cev kiag koj tus kheej, yuav tsum yog lwm tus neeg nqa rau koj.
- 5) **Other method, if the person consents to another method of service**, such as email or fax.
Lwm txoj kev, yog tias tus tib neeg pom zoo lwm txoj kev xa, xws li xa hauv chaw sau ntawv email los yog hauv xov tooj.

If a party has an attorney, you must serve the attorney rather than the party. If a party does not have an attorney, serve that party directly. For additional instructions on service, see [Minn. R. Civ. App. P. 125.02 and 125.03](#).

Yog ib tog neeg muaj tus kws lij choj, koj yuav tsum xa mus rau tus kws lij choj, tsis yog tog neeg ntawd. Yog tias ib tog neeg tsis muaj tus kws lij choj, yuav tsum xa ncaj qha rau tog neeg ntawd. Xav paub ntxiv txog cov kev xa ntawv, xyuas [Minn. R. Civ. App. P. 125.02 thiab 125.03](#).

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

Yog tias koj zwm koj tsab ntawv thov kev txiav txim dua raws Tshooj 14 ntawm Minnesota Cov Cai Lij Choj, txiav txim seb koj yuav xa koj ***Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiaiv Txim*** mus rau lub koom haum tus neeg txiav txim. Minn. Stat. § 14.64 yuav txwv kom koj xa koj ***Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiaiv Txim*** mus rau lub koom haum **raws tim ntsej tim muag los yog raws kev ntaus thwj pov thawj** kev xa ntawv.

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

Yog tias koj zwm koj tsab ntawv thov kev txiav txim dua raws Tshooj 14 ntawm Minnesota Cov Cai Lij Choj, luam xa koj ***Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiaiv Txim*** mus rau lub koom haum.

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

Xaiv txoj kev xa ntawv mus rau cov neeg teb plaub foob. Rau kom yooj yim, pob ntawv no yog xav tias koj yuav xa ntawv rau tag nrho cov neeg teb plaub foob (tsis xam lub koom haum uas tseem yuav txiav txim dua raws Minnesota Cov Cai Lij Choj tshooj 14) **hauv chaw xa ntawv**. Koj xaiv tau lwm txoj kev xa, tiam sis ***Tsab Ntawv Pov Thawj Kev Xa Ntawv*** hauv pob ntawv no yuav tsum tau muab kho kom haum raws hom kev xa uas koj siv kiag.

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

Luam xa rau tus (cov) neeg teb plaub foob (1) ***Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiaiv Txim***, (2) ***Nqe Lus Teev Rooj Plaub***, (3) Luam ***Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiaiv Txim uas tsis kos npe rau***, thiab (4) luam tsab ntawv teev kev txiav txim uas koj xav kom txiav txim dua.

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

Fill out and file the *Certificate of Service*

Kauj Ruam 5: Yog koj nqa, xa hauv chaw xa ntawv, ntaus thwj pov thawj kev xa ntawv los yog lwm hom kev xa uas tsis yog siv tshuab hluav taws xob:

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

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

Txhua tsab ntawv uas xa mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua yuav tsum muaj pov thawj tias yeej tau muab tsab ntawv ntawd xa mus rau lwm cov tog neeg txog kev txiaiv txim dua. Qhov no yog hu ua “pov thawj kev xa.” Yog tias koj zwm thiab xa ntawv hauv tshuab hluav taws xob, E-MACS yuav cia li muab “pov thawj kev xa” rau tsab ntawv ntawd, yog li cov ntaub ntawv uas xa hauv tshuab hluav taws xob tsis tag yuav muaj dua lwm tsab ntawv pov thawj kev xa. Tiam sis, yog koj xa hauv chaw xa ntawv los yog nqa mus cev, koj yuav tsum teb rau thiab zwm ib tsab ntawv (hu ua “Ntawv Tim Khawv Kev Xa Ntawv” los yog “Ntawv Pov Thawj Kev Xa Ntawv”) kom muaj pov thawj tias koj yeej tau muab tsab ntawv xa lawm.

General Instructions for “Proof of Service”

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

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

If yes: No separate proof of service is required, because the Clerk of the Appellate Courts will receive proof (from E-MACS itself) that you have served each document electronically. Skip to Step 6 on page 11.

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

If no: Any time you serve papers in person, by postal mail, or by another delivery method (with the consent of the recipient), you must file a separate form showing proof of service.

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

Usually, proof of service is (1) a notarized *Affidavit of Service* or (2) a *Certificate of Service*. The difference between an *Affidavit of Service* and a *Certificate of Service* is that a *Certificate of Service* does not need to be signed in front of a notary.

Feem ntau, pov thawj kev xa (1) yog *Tsab Ntawv Tim Khawv Kev Xa Ntawv* los yog (2) ib *Tsab Ntawv Pov Thawj Kev Xa Ntawv* uas tim khawv kos npe lees pom. Qhov sib txawv ntawm *Tsab Ntawv Tim Khawv Kev Xa Ntawv* thiab *Tsab Ntawv Pov Thawj Kev Xa Ntawv* yog tias *Tsab Ntawv Pov Thawj Kev Xa Ntawv* tsis tag yuav tau muab kos npe rau ntawm tus tim khawv saib.

You may file one *Certificate of Service* (or *Affidavit of Service*) listing multiple documents if you serve those documents on the same date and on the same parties.

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

For additional instructions on proof of service, see [Minn. R. Civ. App. P. 125.04](#). Xav paub ntxiv txog pov thawj kev xa, mus saib [Minn. R. Civ. App. P. 125.04](#).

If you served any documents by mail or other non-electronic method, follow the checklist on the next page to submit proof of service for those documents.

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

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

Tus neeg uas xa cov ntawv rau cov neeg teb plaub foob hauv chaw xa ntawv yuav tsum teb tiav thiab kos npe rau tsab ntawv muaj npe hu ua ***Tus Kws Foob Plaub Ntug Tsab Ntawv Pov Thawj Kev Xa Ntawv hauv Chaw Xa Ntawv rau Tsab Ntawv Thov, Tsab Ntawv Yuam Tsis Tau Kos Npe Rau, Nqe Lus Teev Rooj Plaub, thiab Kev Txiav Txim.***

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

Tus neeg uas xa cov ntawv rau lub koom haum yuav tsum tev tiav thiab kos npe rau tsab ntawv muaj npe hu ua ***Tus Kws Foob Plaub Ntug Tsab Ntawv Pov Thawj Kev Xa Ntawv rau Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiav Txim, Tsab Ntawv Yuam Tsis Kos Npe Rau, Nqe Lus Teev Rooj Plaub, thiab Kev Txiav Txim rau lub Koom Haum.***

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

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

1. The parties’ names and case file number;
Cov tog neeg cov npe thiab tus zauv cim rooj plaub;
2. County where the form was signed;
Lub cheeb koog uas kos npe rau tsab ntawv;
3. The name of the person who served the documents;
Tus neeg uas xa cov ntawv lub npe;
4. The titles of the documents that were served (on the forms included with this packet, the titles of the document are already filled in);
Cov ntawv npe uas muab xa (ntawm cov ntawv uas muaj nyob rau hauv pob ntawv no, cov ntawv npe uas twb teb rau tag lawm);
5. The date the documents were served;
Hnub uas xa cov ntawv;
6. The names of the parties who were served and the addresses to which the documents were mailed or delivered to those parties;
Cov tog neeg uas yuav txais cov ntawv cov npe thiab cov chaw nyob uas yuav muab cov ntawv xa los yog nqa mus cev rau cov tog neeg ntawd;
7. The signature of the person who served the documents, the date the form was signed, and the county and state where the form was signed.
Tus neeg xa cov ntawv lub npe kos, hnub kos npe rau tsab ntawv thiab lub cheeb koog thiab lub xeev uas tsab ntawv kos npe nyob rau.

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

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

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

Yog tias koj cov ntawv twg yog cov nqa mus cev kiag rau tus neeg, tus neeg uas nqa ntawv mus cev yuav tsum yog tus uas teb rau thiab kos npe rau *Tsab Ntawv Pov Thawj Kev Xa Ntawv*, vim tias koj nqa tsis tau cov ntawv mus cev koj tus kheej.

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

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

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

Yog tias koj siv E-MACS los zwm koj *Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiaiv Txim, Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiaiv Txim, Nqe Lus Teev Rooj Plaub*, thiab txoj kev txiaiv txim hauv tshuab hluav taws xob, koj yuav tau puav leej zwm koj *Tsab Ntawv Pov Thawj Kev Xa Ntawv* hauv tshuab hluav taws xob ntawm E-MACS (txawm tias koj tau muab koj cov ntawv xa hauv chaw xa ntawv los yog nqa mus cev rau kiag). *Tsab Ntawv Pov Thawj Kev Xa Ntawv* yuav tsum yog muab rub ua hom PDF los yog Word – tsis txhob sib txuam ua ke nrog koj lwm cov ntawv ua ib tsab PDF los yog Word xwb.

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

Yog tias koj zwm koj *Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiaiv Txim, Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiaiv Txim, Nqe Lus Teev Rooj Plaub*, thiab txoj kev txiaiv txim raws kev nqa mus cev los yog raws xa hauv chaw xa ntawv, koj puav leej yuav tau zwm koj *Tsab Ntawv Pov Thawj Kev Xa Ntawv* raws kev nqa mus cev los yog raws xa hauv chaw xa ntawv.

- See Step 3 for additional instructions on how to file documents.
Xyuas Kauj Ruam 3 kom paub ntxiv cov lus qhia zwm ntawv.

Step 6: Serve the signed *Writ of Certiorari* and file proof of service
Kauj Ruam 6: Xa *Tshab Ntawv Tshab Xyuas Txog Kev Txiaiv Txim*
uas kos npe rau thiab zwm ntawv pov thawj kev xa

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

Lub Chaw Ua Hauj Lwm ntawm Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua yuav yais *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiaiv Txim* muab ("tso tawm") uas kos npe rau sai tom qab koj zwm tiav. Yog tias koj zwm koj tsab ntawv thov kev txiaiv txim dua raws chaw xa ntawv, yuav xa *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiaiv Txim* muab tso tawm rau koj. Yog tias koj zwm koj tsab ntawv thov kev txiaiv txim dua raws kev nqa mus cev tim ntsej tim muag, Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua yuav muab tau *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiaiv Txim* muab tso tawm rau koj tib lub sij hawm uas koj zwm koj lwm cov ntaub ntawv; yog tsis li ces nws yuav muab xa hauv chaw xa ntawv tuaj rau koj. Yog tias koj zwm koj tsab ntawv thov kev txiaiv txim dua hauv tshuab hluav taws xob ntawm E-MACS, yuav xa rov qab *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiaiv Txim* muab tso tawm rau koj hauv tshuab hluav taws xob.

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

Tsis hais koj yuav txais tau *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiaiv Txim* uas muab "tso tawm" raws txoj kev xa twg, koj yuav tsum tau muab luam xa rau tag nrho cov tog neeg hauv txoj kev txiaiv txim dua, nrog rau lub koom haum tus neeg txiaiv txim, vim tias Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua tsuas luam xa *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiaiv Txim* uas muab rov los rau tog neeg uas pib txoj kev thov txiaiv txim dua xwb.

Receive the issued *Writ of Certiorari* from the Clerk of the Appellate Courts.

Txais tau *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiaiv Txim* muab tso tawm los ntawm Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua.

Make two copies of the issued *Writ of Certiorari*. Keep the original for your records.

Luam ob *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiaiv Txim* uas muab tso tawm. Khaws tseg tsab tseem nrog koj cov ntaub ntawv teev cia.

- Serve a copy on the respondent(s) and the administrative decision-maker (see Step 4 above for instructions on how to serve documents).

Xa ib tsab mus rau tus (cov) neeg teb plaub foob thiab lub koom haum tus neeg txiav txim (xyuas Kauj Ruaj 4 saum toj kom paub cov kev xa cov ntaub ntawv).

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

Tus neeg uas xa *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim* uas muab tso tawm yuav tsum teb rau thiab kos npe rau tsab ntawv muaj npe *Ntawv Pov Thawj Kev Xa hauv Chaw Xa Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim uas Muab Tso Tawm*. Qhov no yog pov thawj kev xa *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim* uas muab tso tawm. Xyuas Kauj Ruam 5 saum no kom paub teb *Tsab Ntawv Pov Thawj Kev Xa Ntawv*.

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

Zwm *Tsab Ntawv Pov Thawj Kev Xa Ntawv* rau *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim* uas muab tso tawm nrog Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua (xyuas Kauj Ruam 3 saum no kom paub cov kev qhia zwm ntaub ntawv). Yuav tsum muab zwm ua ntej 7 hnuv uas xa *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim* ua muab tso tawm mus rau tus (cov) neeg teb plaub foob. Xyuas [Minn. R. Civ. App. P. 115.03, subd. 4.](#)

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

Faj seeb: Kauj ruam tom ntej (kev yuav *Daim Ntawv Teev Rooj Sib Hais*) ua ntej 14 hnuv txij li hnuv zwm tag *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim*. Nyeem kauj ruam tom ntej tam sis kom paub seb koj puas yuav tsum tau yuav *daim ntawv teev rooj sib hais* rau txoj kev txiav txim dua rau koj.

**Step 7: Order your *Transcript* (optional)
within 14 days of filing the *Writ of Certiorari*
Kauj Ruam 7: Yuav koj *Daim ntawv teev rooj sib hais*
(nyob ntawm siab yeem)**

**General Information about the “Record”
Ncauj Lus Dog Dig txog “Cov Ntaub Ntawv Teev Cia”**

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

Ntxiv rau cov tog neeg’cov lus meej, lub “cov ntaub ntawv teev cia” tsuas yog tib co ncauj lus uas Lub Tsev Hais Cov Plaub Txia Txim Dua (Court of Appeals) muab los xam hauv txoj kev txia txim dua. Cov ntaub ntawv teev cia yog cov ntaub ntawv pov thawj tseeb uas siv hauv lub rooj sib hais ntawm tus kws phua txim txog kev lis ntaub ntawv, lub koom haum los yog lwm fab nom tswv, yog li nws kuj puav leej hu ua “ntaub ntawv teev cia tseeb.” Yog koj thov kom muaj lub rooj sib hais tshiab rau txoj kev xav dua, cov ntaub ntawv teev cia yuav puav leej xam muaj cov ntaub ntawv pov thawj tseeb tshiab uas txais muaj hauv lub rooj sib hais. Cov ntaub ntawv teev cia yog tag nrho tej ncauj lus thiab ntaub ntawv uas siv rau txoj kev txia txim uas koj xav kom txia txim dua. Cov ntaub ntawv pov thawj tseeb hauv cov ntaub ntawv teev cia yog tib co tseeb uas Lub Tsev Hais Cov Plaub Txia Txim Dua ib txwm saib hauv txoj kev txia txim dua.

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

Cov ntaub ntawv teev cia puav leej yog xws li *daim ntawv teev rooj sib hais* ntawm lub (cov) rooj sib hais ntawm tus kws phua txim kev lis ntaub ntawv los yog koom haum tus neeg txia txim. *Daim ntawv teev rooj sib hais* yog muab tag nrho cov neeg tim khawv, cov tog neeg, thiab tus kws phua txim cov ncauj lus sib hais hauv koj lub rooj sib hais sau rau hauv ntawv.

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

Lub koom haum los yog fab nom tswv uas tau muaj txoj kev txiav txim uas koj xav thov kom txiav txim dua yuav tsum xa rau tag nrho cov tog neeg ***tsab ntawv sau qhia cov ntaub ntawv teev cia***, kom tag nrho cov tog neeg paub tias yuav siv cov ntaub ntawv thiab ntaub ntawv pov thawj tseeb twg rau txoj kev txiav txim dua. Yog koj thov ***daim ntawv teev rooj sib hais***, yuav muab ***tsab ntawv sau qhia cov ntaub ntawv teev cia*** xa ua ntej 14 hnuv tom qab xa tag daim ntawv teev rooj sib hais. Yog koj tsis tau thov ***daim ntawv teev rooj sib hais***, yuav muab ***tsab ntawv sau qhia cov ntaub ntawv teev cia*** xa ua ntej 30 hnuv tom qab koj xa tag koj ***Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiav Txim***. Xyuas [Minn. R. Civ. App. P. 115.04, subd. 3](#). ***Tsab ntawv sau qhia cov ntaub ntawv teev cia*** yuav pib thaum lub sij hawm koj npaj koj qhov lus meej. Xyuas Kauj Ruam 8 kom paub hnuv kawg rau koj qhov lus meej.

Do I need a transcript for my appeal?

Kuv puas yuav tsum muaj daim ntawv teev rooj sib hais rau txoj kev txiav txim dua rau kuv?

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

Yog tias yuav muaj lub rooj sib hais rau koj rooj plaub, koj muas tau ***daim ntawv teev rooj sib hais*** ntawm lub rooj sib hais uas lub koom haum los yog fab nom tswv tau muaj lub rooj sib hais. Yog koj xav kom Lub Tsev Hais Cov Plaub Txiav Txim Dua xam txog cov lus sib hais nyob rau hauv lub tsev hais plaub ua ib feem ntawm cov ncauj lus zwm cia hauv txoj kev txiav txim dua rau koj, koj yuav tau muaj daim ntawv teev rooj sib hais rau txhua lub rooj sib hais uas koj xav kom Lub Tsev Hais Cov Plaub Txiav Txim Dua muab coj los xav txog.

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

Yuav tsum muas ***daim ntawv teev rooj sib hais*** ua ntej 14 hnuv tom qab Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua kos npe rau thiab tso tawm ***Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim***. Xyuas [Minn. R. Civ. App. Proc. 115.04](#), subd. 2, thiab Kauj Ruam 6 saum no. Yuav tsis cia li npaj ***daim ntawv teev rooj sib hais*** tshwj tsis yog thov txog nws.

The agency or government body may charge a fee for preparing the ***transcript***. If you can't afford the transcript-preparation fees, you can request that the administrative decision-maker waive your transcript-preparation fees. See page 6 for instructions on requesting waiver of fees in your appeal, including transcript-preparation fees.

Lub koom haum los yog fab nom tswv yuav tsub tau qhov nqi rau kev npab ***daim ntawv teev rooj sib hais***. Yog koj them tsis taus qhov nqi npaj daim ntawv teev rooj sib hais, koj thov tau tus neeg txiav txim kev lis ntaub ntawv kom zam qhov nqi npaj daim ntawv teev rooj hais. Xyuas nplooj 6 kom paub kev thov zam cov nqi hauv txoj kev txiav txim dua rau koj, nrog rau cov nqi npaj daim ntawv teev rooj sib hais.

- Decide whether you need a transcript of a hearing before the administrative law judge or agency decision-maker.

Txiav txim seb koj puas yuav tsum muaj daim ntawv teev rooj sib hais rau ntawm tus kws phua txim kev lis ntaub ntawv los yog koom haum tus neeg txiav txim.

If you decide you **do NOT** need a transcript for your appeal, skip to Step 8.

Yog koj txiav txim **TSIS** yuav daim ntawv teev rooj sib hais rau txoj kev txiav txim dua rau koj, hla Kauj Ruam 8.

If you **DO** need a transcript, follow the checklist on the next page.

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

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

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

- (1) Case file number for your case/Tus zauv cim rau koj rooj plaub: _____
- (2) Names of the parties/Cov tog neeg cov npe: _____
- (3) Date of the hearing(s)/Hnub teem rooj sib hais: _____
- (4) Name of judge or decision-maker at the hearing(s)/Kws phua txim los yog neeg txiav txim rau lub (cov) rooj sib hais lub npe: _____

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

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

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

Hu rau lub koom haum los yog fab nom tswv uas koj lub rooj sib hais teem nyob rau kom paub kev thov daim ntawv teev rooj sib hais.

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

Ua raws lub koom haum los yog fab nom tswv cov lus qhia thov daim ntawv teev rooj sib hais.

- Pay the fee for the transcript. After you submit your transcript request, the person who is responsible for preparing your transcript will contact you and will provide you with an estimated cost to prepare the transcript and the estimated date when the transcript will be complete. Payment must be made before the transcript is prepared. If you are unable to afford the transcript fee, call the agency or government body and request instructions for having the transcript fee waived.

Them qhov nqi rau daim ntawv teev rooj sib hais. Tom qab koj xa tsab ntawv thov daim ntawv teev rooj sib hais tag, tus neeg uas muaj tes dej num npaj koj daim ntawv teev rooj sib hais yuav hu cuag koj thiab qhia qhov nqi kwv yees tsub rau txoj kev npaj daim ntawv teev rooj sib hais thiab hnub uas kwv yees yuav npaj daim ntawv teev rooj sib hais tiav. Yuav tsum them nyiaj ua ntej yuav npaj daim ntawv teev rooj sib hais. Yog koj them tsis tau tus nqi ntawv teev rooj sib hais, hu rau lub koom haum los yog fab nom tswv thiab thov cov lus qhia zam qhov nqi npaj tsab ntawv teev rooj sib hais.

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

Qhia cov npe thiab kev sib cuag ntawm lwm cov tog neeg txuam rau txoj kev txiav txim

dua rau tus neeg muaj tes dej num npaj daim ntawv teev rooj sib hais kom nws luam tau daim ntawv teev rooj sib hais xa mus rau lwm cov tog neeg. Nws yog txoj luag num ntawm tus kws foob plaub ntug (tog neeg thov kev txiav txiam dua) kom luam yuav cov ntawv teev rooj sib hais rau tag nrho lwm cov tog neeg hauv txoj kev txiav txim dua.

The person responsible for preparing your transcript will fill out a **Transcript Certificate**, which lets the Court of Appeals know that you have requested the transcript and will pay the court reporter. See Minn. R. Civ. App. P. 110.02, 115.04. After you pay the person responsible for preparing your transcript, they will prepare the transcript and provide it to you and the other parties electronically or by mail. The person preparing your transcript will also file a copy of the transcript with the agency or government body that held the hearing, and will file a **Transcript Delivery Certificate** with the Clerk of the Appellate Courts verifying that the transcript was filed with the agency or government body. The Clerk of the Appellate Courts will receive the transcript as part of the record from the agency or government body.

Tus neeg muaj tes dej num npaj koj daim ntawv teev rooj sib hais yuav teb rau **Tsab Ntawv Pov Thawj Teev Rooj Sib Hais**, uas yog qhia rau Lub Tsev Hais Cov Plaub Txiav Txim Dua kom paub tias koj tau thov daim ntawv teev rooj sib hais thiab yuav them nyiaj rau tus neeg teev rooj sib hais plaub. Xyuas Minn. R. Civ. App. P. 110.02, 115.04. Tom qab koj them nyiaj rau tus neeg muaj tes dej num yuav npaj koj daim ntawv teev rooj sib hais, lawv yuav npaj daim ntawv teev rooj sib hais thiab muab rau koj thiab lwm cov tog neeg raws tshuab hluav taws xob los yog raws kev xa hauv chaw xa ntawv. Tus neeg npaj koj daim ntawv teev rooj sib hais yuav uav leej zwm ib tsab rau hauv lub koom haum los yog fab nom tswv uas tuav lub rooj sib hais, thiab yuav zwm **Tsab Ntawv Pov Thawj Kev Xa daim ntawv teev rooj sib hais** mus rau Cov Tsev Hais Plaub Txiav Txim Dua kom txheeb meej tias yeej zwm daim ntawv teev rooj sib hais rau hauv lub koom haum los yog fab nom tswv lawm. Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua yuav txais daim ntawv teev rooj sib hais ua ib feem ntawm cov ntaub ntawv teev cia los ntawm lub koom haum los yog fab nom tswv.

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

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

Koj cov lus sib cam kom txiav txim dua yog hu ua “qhov lus meej.” Tam tus kws foob plaub ntug (tog neeg thov kev txiav txim dua), **koj yuav tsum zwm muaj *qhov lus meej*, tsis li ces koj txoj kev thov txiav txim dua yuav raug muab tshem tawm.** Xyuas [Minn. R. Civ. App. P. 142.02](#).

See Step 1 for specific instructions for calculating deadlines.

***Saib* Kauj Ruam 1 kom paub cov lus qhia txog kev ntsuas cov hnub kawg.**

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

Hnub kawg rau koj *qhov lus meej* yog nyob ntawm seb thaum twg koj xa tag *tsab ntawv sau qhia cov ntaub ntawv teev cia*. Xyuas kauj raum 7 rau cov lus dog dig txog “cov ntaub ntawv teev cia.”

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

Lub koom haum los yog fab nom tswv uas tau muaj txoj kev txiav txim uas koj xav thov kom txiav txim dua yuav tsum xa rau tag nrho cov tog neeg *tsab ntawv sau qhia cov ntaub ntawv teev cia*, kom tag nrho cov tog neeg paub tias yuav siv cov ntaub ntawv thiab ntawv tseeb twg rau txoj kev txiav txim dua. Yog koj thov *daim ntawv teev rooj sib hais*, yuav muab *tsab ntawv sau qhia cov ntaub ntawv teev cia* xa ua ntej 14 hnub tom qab xa tag daim ntawv teev rooj sib hais. Yog koj tsis tau thov *daim ntawv teev rooj sib hais*, yuav muab *tsab ntawv sau qhia cov ntaub ntawv teev cia* xa ua ntej 30 hnub tom qab koj xa tag koj *Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiav Txim*. Xyuas [Minn. R. Civ. App. P. 115.04, subd. 3](#).

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

Koj *qhov lus meej* yuav tsum txog tom qab 30 hnub (calendar) uas lub koom haum los yog fab nom tswv uas tau txiav txim xa tag *tsab ntawv sau qhia cov ntaub ntawv teev cia* tuaj rau koj. Yog tias muab *tsab ntawv sau qhia cov ntaub ntawv teev cia* xa hauv chaw xa ntawv, ces koj qhov lus meej yuav tsum txog 30 hnub ntiv 3 hnub cov hnub ua hauj lwm tom qab hnub uas xa *tsab ntawv sau qhia cov ntaub ntawv teev cia* tuaj rau koj. Qhov lus meej yuav tsum muab zwm thiab xa ua ntej hnub kawg. Xyuas [Minn. R. Civ. App. P. 115.04, subd. 4](#).

- The *itemized list of the contents of the record* was served or mailed to me on _____
Twb muab *tsab ntawv sau qhia cov ntaub ntawv teev cia* xa los yog xa hauv chaw xa ntawv
rau kuv thaum.

ADD 30 calendar days if served electronically
NTXIV 30 hnuv raws daim zwj qhia hnuv yog tias pab cuam hauv es lev taus niv

OR/LOS SIS

ADD 30 calendar days +3 business days if served by mail
NTXIV 30 hnuv raws daim zwj qhia hnuv +3 hnuv ua hauj lwm yog tias pab cuam
los ntawm xa ntawv

- The deadline for my brief is _____
Hnuv kawg rau kuv qhov lus meej yog.

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

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

Koj muaj peb txoj kev taug rau kev sau koj *qhov lus meej*:

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

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

- (2) **Informal *Brief***: If the court gives permission to file an informal brief, it must include a written argument and addendum. See [Minn. R. Civ. App. P. 128.01, subd. 1](#). To receive permission to file an informal brief, you would need to file a motion requesting permission. See page 33 for more information about motions.

Qhov Lus Meej *Tsis Raws Kev Raws Cai*: Yog tias lub tsev hais plaub muab kev tso cai los xa qhov lus piav qhia raws cai, nws yuav tsum sau muaj cov ntaub ntawv sib cav thiab daim ntawv txhab ntiv tom kawg. Mus saib [Minn. R. Civ. App. P. 128.01, subd. 1](#). Kom tau txais kev tso cai xa qhov qhia txog tus kheej raws cai, koj yuav tau xa ntawv thov kev tso cai txav mus los. Saib nplooj thib 33 rau lus qhia ntiv txog ntawm cov txav mus los.

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

Daim Ntawv Ceeb Toom txog Kev Tsis Sib Haum Xeeb Raws Cai Lij Choj thiab Daim Ntawv Sau Luv Txog Kev Tsis Sib Haum Xeeb: Yog tias koj xa *Daim Ntawv Ceeb Toom txog Kev Tsis Sib Haum Xeeb Raws Cai Lij Choj* ncuaj sij hawm koj qhov kev tswj los sis lub chaw sawv cev tab tom lis hauj lwm, koj yuav xa tau Daim Ntawv Ceeb Toom raws li koj piav qhia, raws li daim ntawv ceeb toom luv piav qhia txog qhov kev txiav txim siab thiab daim ntawv txhab ntiv tom kawg. Mus saib [Minn. R. Civ. App. P. 128.01, subd. 2](#). Yog tias hom lus piav qhia meej no yog hom koj xav zwm, koj yuav tsum tau xaiv qhov no ntawm *Lus Qhia Txog Rooj Plaub*.

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

Xaiv hom *lus meej* (raws kev raws cai, tsis raws kev raws cai nrog ib tsab ntawv tso cai los ntawm lub tsev hais plaub, los yog lus txhawb cai nrog tsab ntawv sib cam luv).

Write your *brief*. The Minnesota State Law Library website has helpful information about writing briefs and example briefs you can read (<http://mncourts.libguides.com/appeals/briefs>). Sau koj *qhov lus meej*. Xeev Minnesota Tsev Qiv Ntawv Lij Choj qhov vas sab muaj cov ncauj lus pab qhia sau cov lus meej thiab cov qauv lus meej uas koj nyeem tau (<http://mncourts.libguides.com/appeals/briefs>).

Prepare the addendum to your *brief*. No matter what type of *brief* you file, your *brief* must include an addendum that contains a copy of the decision that you are appealing.

Kev npaj cov ntawv rhais txhawb nrog koj *qhov lus meej*. Tsis hais hom *lus meej* twg koj zwm, koj *qhov lus meej* yuav tsum muaj cov ntawv rhais txhawb nrog uas luam muaj tsab ntawv teev cov lus txiav txim uas koj xav kom muaj kev txiav txim dua.

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

Cov ntawv rhais txhawb nrogyeej yog tau cov ntaub ntawv teev cia hauv lub koom haum los yog fab nom tswv, yog tias muaj tej ntu ntawm cov ntaub ntawv teev cia uas koj xav taw qhia rau Lub Tsev Hais Cov Plaub Txiaiv Txim Dua. Tiam sis, **koj muab ntxiv tsis tau tej pov thawj tshiab uas tsis tau muab nthuav qhia rau chaw lis ntaub ntawv tus neeg txiav txim.** Yog koj xav muab tej ntaub ntawv ntxiv los ntawm cov ntaub ntawv teev cia, kheev muaj txog 50 nplooj thiab koj cov ntawv rhais txhawb yuav tsum muaj cov sob teem nrog. Xyuas [Minn. R. Civ. App. P. 130.02](#) kom tau cov lus qhia ntxiv txog cov ntawv rhais txhawb nrog.

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

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

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

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

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

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

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

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

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

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

some other form of e-service (such as email), you will need to serve those parties with a hard copy of your brief. Make enough hard copies of your brief for all parties who could not be e-served.

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

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

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

- If you needed to serve any hard copies of your brief, file the *Certificate of Service by Mail of Brief* with the Clerk of the Appellate Courts (see Step 3 above for instructions on how to file documents).

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

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

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

Yog koj xa thiab zwm tsis tau koj qhov lus meej ua ntej 30 hnuv thiab koj xav tau sij hawm ntxiv, los yog koj xav thov dua lwm yam hauv tsev hais plaub, koj yuav tsum muaj ib tsab ntawv uas koj xa thiab kos npe rau mus thov lub tsev hais plaub txog qhov kev tso pa uas koj xav tau. Txoj kev thov raws kev raws cai no yog hu ua “kev thov.”

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

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

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

Qhia kom nco txog: Lub Tsev Hais Cov Plaub Txiav Txim Dua nua tsis tau hnuv kawg rau kev xa thiab zwm *Tsab Ntawv Thov Yuam Tshab Xyuas Txog Kev Txiav Txim* los yog lub sij hawm txais tau *Tsab Ntawv Yuam Tshab Xyuas Txog Kev Txiav Txim* raws li Minn. Stat. tshooj 606.

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

Court of Appeals Receives the Record and Respondent's Brief **Lub Tsev Hais Cov Plaub Txiav Txim Dua Txais Tau Cov Ntaub Ntawv Teev** **Cia thiab Neeg Teb Plaub Foob Qhov Lus Meej**

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

Tus neeg txiav txim txog kev lis ntaub ntawv xa cov ntaub ntawv teev cia ntawm koj rooj plaub mus rau Lub Tsev Hais Cov Plaub Txiav Txim Dua, nrog rau tej ntawv teev rooj sib hais ntawm koj lub (cov) rooj sib hais. Tus (cov) neeg teb plaub foob puav leej muaj lub caij nyoog xa qhov lus meej mus rau Lub Tsev Hais Cov Plaub Txiav Txim Dua.

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

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

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

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

Oral Argument or Non-Oral Consideration **Hais Lus Sib Cam los yog Kev Sau Ntawv Sib Hais**

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

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

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

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

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

Thaum txiav txim dua rau koj, Lub Tsev Hais Cov Plaub Txiaiv Txim Dua yuav xyuas cov lus tseeb uas siv rau hauv lub (cov) rooj sib hais ntawm lub koom haum thiab fab nom tswv dhau los. Koj yuav muab tsis tau pov thawj tshiab ntxiv rau txoj kev txiav txim dua tshwj tsis yog koj tau kev tso cai los ntawm Lub Tsev Hais Cov Plaub Txiaiv Txim Dua. Feem ntau Lub Tsev Hais Cov Plaub Txiaiv Txim Dua yuav tsis kam txais cov pov thawj tshiab.

Opinion is Issued/Tso Tawm Tswv Yim Kev Xav

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

Lub Tsev Hais Cov Plaub Txiaiv Txim Dua yuav tso tawm txoj kev txiav txim rau hauv ntawv, hu ua ib txoj “tswv yim kev xav,” ua ntej 90 hnub tom qab cov kws phua txim txiav txim dua tag. **Lub tsev hais cov plaub txiav txim dua cov tswv yim kev xav yog lus qhib rau laj mej pej xeem pom thiab yuav muaj nyob rau ntawm fab Judicial Branch qhov vas sab.**

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

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

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

CASE TITLE/ROOJ PLAUB NPE:

**PETITION FOR
WRIT OF CERTIORARI
NTAWV THOV TSAB NTAWV
YUAM TSHAB XYUAS TXOG
KEV TXIAV TXIM**

vs./thiab

**Agency Case #
Koom Haum Rooj Plaub
Tus Zauv**

**Date of Decision
Hnub Txiav Txim _____**

TO: The Court of Appeals of the State of Minnesota:

XA RAU: Lub Tsev Hais Cov Plaub Txiav Txim Dua hauv Xeev Minnesota:

_____ (your name/koj lub npe)

hereby petitions the Court of Appeals for a Writ of Certiorari

ntawm no ua ntawv thov Lub Tsev Hais Cov Plaub Txiav Txim Dua muab Tsab Ntawv

Yuam Tshab Xyuas Txog Kev Txiav Txim

pursuant to (choose one):/raws li (xaiv ib qho):

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

to review a decision of/kom nrog tshab xyuas ib txoj kev txiav txim los ntawm e

_____ (agency name/koom haum npe)

issued on the date noted above, upon the grounds that:

thaum hnub teev rau saum no, raws cov kev cai uas:

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

(Nthuav qhia ua ib los yog ob nqe lus tias vim li cas koj thiaj thov kev txiav txim dua. Koj yuav teev tau cov lus sib cam kom ntxaws dua rau hauv qhov lus meej uas koj yeej yuav tau zwm tom qab.)

Dated/Hnub tim: _____

(Signature of you or your attorney/
Koj los yog koj tus kws lij choj kos npe)

(Printed name/Sau npe)

(Address/Chaw nyob)

(Telephone number/Chaw Nyob)

(Email Address/Chaw sau ntawv Email)

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

CASE TITLE/NPE ROOJ PLAUB:

_____ ,

**WRIT OF CERTIORARI
TSAB NTAUV YUAM KEV
TSHAB XYUAS TXOG KEV
TXIAV TXIM**

**Court of Appeals #
Lub Tsev Hais Cov Plaub Txiav
Txim Dua Zauv**

vs./thiab

**Agency Case #
Koom Haum Rooj Plaub
Tus Zauv**

_____ ,

**Date of Decision
Hnub Txiav Txim _____**

TO/XA RAU: _____
(agency name/koom haum npe)

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

Koj raug txib kom rov tuaj rau hauv Lub Tsev Hais Cov Plaub Txiav Txim Dua thiab xa tsab ntauv thov mus rau txhua nrho cov tog neeg raws li txoj cai 115.04, theem nqe lus 3, ua ntej 30 hnub tom qab ua tsab ntauv thov tag los yog 14 hnub tom qab xa tiav daim ntauv teev rooj sib hais, nyob ntawm seb qhov twg yog qhov tiav lig dua, tsab ntauv sau qhia cov ntaub ntauv teev cia, cov ntauv siv ua pov thawj, thiab cov txheej txheem sib hais muaj npe saum no kom lub tsev hais plaub no tshab xyuas tau txoj kev txiav txim rau qhov xwm txheej uas teev muaj saum no.

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

Qhia rau koj ntxiv kom yuav tsum ceev cia cov ntaub ntawv tseem, cov ntawv siv ua pov thawj, thiab daim ntawv teev cov rooj sib hais (yog tias muaj) kom txog thaum twg tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua qhia kom muab xa raws li txoj cai 115.04, theem nqe lus 5.

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

Yuav tsum muab tsab ntawv yuam kev tshab xyuas no thiab tsab ntawv txuam nrog nqa kiag mus rau los yog xa mus rau tus neeg teb plaub ntug los yog nws tus kws lij choj nyob rau ntawm:

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

(Sau lub npe thiab qhov chaw nyob ntawm tus neeg teb plaub foob los yog tus neeg raug foob tus kws lij choj rau cov kab nram no)

Proof of service shall be filed with the Clerk of the Appellate Courts.

Yuav tsum zwm tsab ntawv pov thawj kev xa ntawv rau tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua.

DATED/HNUB TIM: _____

Clerk of the Appellate Courts
Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua

By/Los ntawm: _____
Assistant Clerk/Lwm Thawj Neeg Lis Ntaub Ntawv

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

CASE TITLE/ROOJ PLAUB NPE:

STATEMENT OF THE CASE
OF RELATOR
NQE LUS TEEV ROOJ PLAUB
NTAWM TUS KWS FOOB PLAUB NTUG

vs./thiab

Agency Case #
Koom Haum Rooj Plaub
Tus Zauv #

Appellate Case #
Rooj Plaub Txiaiv Txim
Dua Tus Zauv #

A _____ - _____
(If known/Yog tias paub)

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

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

1. **Agency where case originated:** _____
Lub koom haum uas rooj plaub sawv tshwm sim rau:

Name of presiding judge or hearing officer: _____
Tus kws phua txim los yog tus kws mloog plaub ntug:

2. **Jurisdictional statement for a certiorari appeal:**
Nqe lus teev hom plaub ntug rau tsab ntawv thov yuam tshab xyuas txog kev txiaiv txim dua:

1. Statute, rule, or other authority authorizing certiorari appeal (choose one):
Txoj cai lij choj, kev cai los yog lwm txoj cai tso kev sau ntawv thov yuam tshab xyuas txog kev txiav txim dua (xaiv ib qho):
 Minn. Stat. §§ 14.63, 14.64 **OR** Minn. Stat. § 606.01 **OR**
 Other/Lwm yam _____

2. Authority (statutory section) fixing time limit and date of event triggering appeal time (mailing of decision, receipt of decision, or receipt of other notice):
Kev muaj cai (ntu cai lij choj) kho kev txwv sij hawm thiab hnuv muaj qhov xwm txheej tsim muaj lub sij hawm txiav txim dua (kev xa ntawv txiav txim, kev txais tau ntawv txiav txim, los yog kev txais tau lwm cov ntawv faj seeb):
 Minn. Stat. §§ 14.63, 14.64 Minn. Stat. § 606.01
 Other/Lwm yam _____

3. **Type of litigation and any statutes at issue:**
Hom kev hais plaub ntug thiab tej txoj cai lij choj ntawm qhov teeb meem:

4. **Brief description of issues that were raised before the administrative or agency decision maker, and how the administrative or agency decision maker decided those issues:**
Piav qhia me ntsis txog cov teeb meem uas tau koj mus hais ntawm chaw lis ntaub ntawv los yog koom haum tus neeg txiav txim, thiab seb tus kws phua txim rau chaw lis ntaub ntawv los yog lub koom haum txiav txim li cas txog cov teeb meem ntawd: _____

5. **Short description of issues you are raising in this appeal** (one or two sentences; you may make a more detailed argument in the brief you will be filing later):
Piav qhia me ntsis txog cov teeb meem uas koj xav hais hauv txoj kev txiav txim dua no (sau ib los yog ob kab lus; koj yuav sau tau lus sib cam ntxaws dua rau hauv qhov lus meej uas koj yuav tau zwm tom qab): _____

6. **Related appeals/Cov kev txiav txim dua uas zoo xws li:**
a. List any prior or pending appeals arising from the same agency case as this appeal (write appeal numbers, or “none”):

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

List any pending appeals arising from different agency cases that raise similar issues to this appeal (write appeal numbers, or “none known”):

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

7. Contents of record/Cov ntaub ntawv teev cia:

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

Puas tsim nyog muaj daim ntawv teev rooj sib hais rau kev tshab xyuas cov teeb meem ntawm txoj kev txiav txim dua? Yes/Tsim nyog **OR**
 No/Tsis tsim nyog

b. If yes, is it a full transcript of the hearing(s) before the administrative decision-maker, or a partial transcript?

Yog tias tsim nyog, puas muaj daim ntawv teev (cov) rooj sib hais puas txhij txhua rau chaw lis ntaub ntawv tus neeg txiav txim los yog ib feem ntawv teev rooj sib hais? Full transcript/Daim ntawv teev rooj sib hais txhij txhua
OR

Partial transcript/Ib feem ntawv teev rooj sib hais

c. Has the transcript been ordered from the court reporter?

Puas tau muas daim ntawv teev rooj sib hais ntawm tus neeg teev rooj sib hais plaub? Yes/Tsim nyog **OR**
 No/Tsis tsim nyog

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

Yog tias tsis muaj daim ntawv teev rooj sib hais, puas tsim nyog muaj nqe lus teev txog cov txheej txheem sib hais raws li Minnesota Cov Cai Hais Txheej Txheem Kev Txiaiv Txim Dua rau Laj Mej Pej Xeem (Minnesota Rules of Civil Appellate Procedure) 110.03? Yes/Tsim nyog **OR**
 No/Tsis tsim nyog

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

Minnesota Rules of Civil Appellate Procedure 110.04?

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

Yes/Pom zoo **OR**

No/Tsis pom zoo

8. Oral argument/Hais lus sib cam

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

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

Yes/Tau No/Tsis tau

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

b. If yes, where is oral argument requested:

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

Minnesota Judicial Center in St. Paul/

Minnesota Judicial Center hauv St. Paul

Other/Lwm qhov chaw: _____

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

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

Formal brief under Rule 128.02/Lus meej raws kev raws cai li Txoj Cai 128.02
(A formal brief includes a table of contents, a statement of the legal issues, a statement of the case and the facts, an argument, a conclusion, and an addendum. *)
*Qhov lus meej raws kev raws cai muaj cov sob teem, nqe lus teev cov teeb meem raws kev cai lij choj, nqe lus teev rooj plaub thiab cov ntsiab lus tseeb, nqe lus sib cam, nqe lus xaus thiab ntaub ntawv rhais txhawb nrog. *)*

Informal brief under Rule 128.01, subd. 1.

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

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

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

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

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

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

*(Yog tias koj zwm muaj Lus Txhawb Cai (Memorandum of Law) thaum cov txheej txheem hais hauv koj lub chaw lis ntaub ntawv los yog lub koom haum, koj zwm tau Lus Txhawb ua koj qhov lus meej, nrog rau ib tsab ntawv sau sib cam luv luv uas hais txog cheeb tsam tus kws phua txim txoj kev txiav txim. Cov no yuav tsum muaj ntaub ntawv rhais txhawb nrog.)**

** No matter what type of brief you file, the relator's brief must include an addendum (respondents may include an addendum with their brief, but the addendum is only required for relator's brief). The requirements for your addendum are listed in [Minn. R. Civ. App. P. 130.02](#). Your addendum may also contain up to 50 additional pages of documents from the record or statutes, rules, cases or other authorities that would be helpful to the court when reading your brief. However, **you cannot include any new evidence that was not presented to the administrative decision-maker.***

** Tsis hais koj zwm hom lus meej twg, tus kws foob plaub ntug qhov lus meej yuav tsum muaj cov ntaub ntawv rhais txhawb nrog (cov neeg teb plaub foob yeej muaj tau ntaub ntawv rhais txhawb nrog lawv qhov lus meej, tiam sis tus kws foob plaub ntug yuav tsum muaj ntaub ntawv rhais txhawb nrog nws qhov lus meej). Cov yuav tsum muaj nyob rau hauv koj cov ntaub ntawv rhais txhawb nrog teev muaj rau ntawm [Minn. R. Civ. App. P. 130.02](#). Koj cov ntaub ntawv rhais txhawb nrog puav leej muaj tau txog 50 nplooj ntawv ntxiv los ntawm cov ntaub ntawv teev cia los yog cov cai lij choj, cov kev cai, los yog hwm cov kws muaj cai uas yuav pab tau lub tsev hais plaub thaum lawv nyeem koj cov lus meej. Tiam sis, **koj muab ntxiv tsis tau tej pov thawj tseeb tshiab uas tsis tau muab nthuav qhia rau chaw lis ntaub ntawv tus neeg txiav txim.***

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

Cov npe, chaw nyob, thiab xov tooj rau tus kws foob plaub ntug thiab cov neeg teb plaub foob (los yog cov kws lij choj, yog tias muaj):

Relator or relator's attorney:

Kws foob plaub ntug los yog kws foob plaub ntug tus kws lij choj:

Print name/Sau lub npe: _____

Address/Chaw nyob: _____

Email address/Chaw sau ntawv Email: _____

Telephone/Xov tooj: _____

Signature/Kos npe: _____

Respondent or respondent's attorney:

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

Print name/Sau lub npe: _____

Address/Chaw nyob: _____

Email address/Chaw sau ntawv Email: _____

Telephone/Xov tooj: _____

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

CASE TITLE/NPE ROOJ PLAUB:

_____,
Relator/Kws Foob Plaub Ntug,

APPELLATE CASE #
ROOJ PLAUB TXIAV TXIM
DUA TUS ZAUV CIM #

vs./thiab

_____,
Respondent/Neeg Teb Plaub Foob.

**RELATOR'S CERTIFICATE
OF SERVICE OF
THE PETITION FOR
WRIT OF CERTIORARI
ON THE AGENCY
KWS FOOB PLAUB NTUG
DAIM NTAWV POV THAWJ
KEV NQA TSAB NTAWV THOV
YUAM KEV TSHAB XYUAS
TXOG KEV TXIAV TXIM
NTAWM LUB KOOM HAUM**

STATE OF MINNESOTA
COUNTY OF _____
XEEV MINNESOTA
CHEEB KOOG

I/Kuv, _____ (Name/Npe), certify that on/lees tias
thaum _____ (Date/Hnub tim), I served the attached **petition for writ of
certiorari** upon the following agency:/kuv tau xa **tsab ntawv thov kev tshab xyuas txog
kev txiav txim uas rhais nrog** no mus rau lub koom haum nram no:

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

(Yog tias koj zwm koj tsab ntawv thov kev txiav txim dua raws Tshooj 14 hauv Minnesota Cov Cai Lij Choj, yuav tsum muab koj Tsab Ntawv Yuam Kev Tshab Xyuas Txog Kev Txiaiv Txim nqa mus rau los yog ntaus thwj pov thawj kev xa mus rau lub koom haum. Xyuas Minn. Stat. § 14.64. Sau lub koom haum npe thiab chaw nyob uas tau muab xa mus kiag rau.)

By the following method (choose one)/Raws ib txoj kev nram no (xaiv ib qho):

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

Tim ntsej tim muag, los ntawm txoj kev nqa mus cev rau tus (cov) neeg teev muaj saum no.

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

(Yog xaiv txoj kev xa no, yuav tsum yog lwm tus neeg dua li tus kws foob plaub ntug ua tus nqa cov ntaub ntawv mus cev thiab yog tus teb rau tsab ntawv no.)

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

Los ntawm ntaus thwj pov thawj kev xa, xa ncaj qha rau cov chaw nyob ntawm lub koom haum uas teev muaj saum no.

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

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

(Signature/Kos npe)

(Date/Hnub tim)

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

CASE TITLE/ROOJ PLAUB NPE:

APPELLATE CASE #
ROOJ PLAUB TXIAV TXIM
DUA TUS ZAUV #

_____,
Relator/Kws Foob Plaub Ntug,

vs./thiab

_____,
Respondent/Neeg Teb Plaub Foob.

**RELATOR'S CERTIFICATE
OF SERVICE BY MAIL OF
THE PETITION FOR WRIT
OF CERTIORARI
UNSIGNED WRIT,
STATEMENT OF THE CASE,
AND AGENCY DECISION
KWS FOOB PLAUB NTUG
DAIM NTAWV POV THAWJ
KEV XA TSAB NTAWV
THOV YUAM KEV TSHAB
XYUAS TXOG KEV TXIAV
TXIM UAS TSIS TAU KOS
NPE RAU NTAWV YUAM,
NQE LUS TEEV ROOJ
PLAUB, THIAB KOOM
HAUM TXOJ KEV TXIAV
TXIM**

STATE OF MINNESOTA
COUNTY OF _____
XEEV MINNESOTA
CHEEB KOOG

I/Kuv, _____ (Name/Npe), certify that on/lees tias
thaum _____ (Date/Hnub tim),

I served the attached **(1) petition for writ of certiorari, (2) unsigned writ of certiorari, (3) statement of the case, and (4) decision from which appeal is taken**, on the following persons by mailing to each of them a copy thereof, enclosed in an envelope, first-class postage pre-paid, and by depositing the same in the United States Mail, directed to each person as follows:

kuv tau xa **(1) tsab ntawv yuam kev tshab xyuas txog kev txiav txim, (2) tsab ntawv yuam kev tshab xyuas txog kev txiav txim tsis tau kos npe rau, (3) nqe lus teev rooj plaub, thiab (4) txoj kev txiav txim uas tau txiav txim dua txhij**, rau cov neeg raws li muab luam xa mus rau ib tug zus, ntim rau hauv lub hnab ntawv, them nqi xa ua ntej thawj qib, thiab mub tso rau hauv Teb Chaws Asmeskas Chaw Xa Ntawv, xa ncaj qha mus rau ib tug neeg twg uas teev raws li nram no:

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

(Yog ib tog neeg twg muaj tus neeg sawv cev tam nws, koj yuav tsum xa mus rau tog neeg ntawd tus kws lij choj, tsis yog xa ncaj qha mus rau tog neeg ntawd. Sau lub npe thiab tus (cov) neeg lub npe ua hauj lwm uas tau txais cov ntaub ntawv thiab lawv cov chaw nyob):

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

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

(Signature/Kos npe)

(Date/Hnub tim)

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

CASE TITLE/ROOJ PLAUB NPE:

APPELLATE CASE #
ROOJ PLAUB TXIAV TXIM
DUA TUS ZAUV #

_____,
Relator/Kws Foob Plaub Ntug,

vs./thiab

**RELATOR'S CERTIFICATE
OF SERVICE BY MAIL OF
ISSUED WRIT OF
CERTIORARI
KWS FOOB PLAUB NTUG
DAIM NTAWV POV THAWJ
KEV XA HAUV CHAW XA
TSAB NTAWV YUAM TSHAB
XYUAS TXOG KEV TXIAV
TXIM UAS TSO TAWM**

_____,
Respondent/Neeg Teb Plaub Foob.

STATE OF MINNESOTA
COUNTY OF _____
XEEV MINNESOTA
CHEEB KOOG

I/Kuv, _____ (Name/Npe), certify that on/lees meej tias
thaum _____ (Date/Hnub tim),

I served the attached **issued writ of certiorari (signed by the Clerk of the Appellate Courts)**, on the following parties by mailing to each of them a copy thereof, enclosed in an envelope, first-class postage pre-paid, and by depositing the same in the United States Mail, directed to said party as follows:

kuv tau xa **tsab ntawv yuam tshab xyuas txog kev txiav txim uas tso tawm (kos npe rau los ntawm tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua)**, rau cov neeg raws li muab luam xa mus rau ib tug zus, ntim rau hauv lub hnab ntawv, them nqi xa ua ntej thawj qib, thiab mub tso rau hauv Teb Chaws Asmeskas Chaw Xa Ntawv, xa ncaj qha mus rau ib tug neeg twg uas teev raws li nram no:

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

(Yog ib tog neeg twg muaj tus neeg sawv cev tam nws, koj yuav tsum xa mus rau tog neeg ntawd tus kws lij choj, tsis yog xa ncaj qha mus rau tog neeg ntawd. Sau lub npe thiab tus (cov) neeg lub npe ua hauj lwm uas tau txais cov ntaub ntawv thiab lawv cov chaw nyob):

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

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

(Signature/Kos npe)

(Date/Hnub tim)

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

CASE TITLE/ROOJ PLAUB NPE:

APPELLATE CASE #
ROOJ PLAUB TXIAV TXIM
DUA TUS ZAUV #

_____,
Relator/Kws Foob Plaub Ntug,

vs./thiab

**RELATOR'S CERTIFICATE
OF SERVICE BY MAIL OF
BRIEF
KWS FOOB PLAUB NTUG
DAIM NTAUV POV THAWJ
KEV XA HAUV CHAW XA
QHOV LUS MEEJ**

_____,
Respondent/Neeg Teb Plaub Foob.

STATE OF MINNESOTA
COUNTY OF _____
XEEV MINNESOTA
CHEEB KOOG

I/Kuv, _____ (Name/Npe), certify that on/lees meej tias
thaum _____ (Date/Hnub tim),

I served the attached **brief**, on the following parties by mailing to each of them a copy
thereof, enclosed in an envelope, first-class postage pre-paid, and by depositing the same
in the United States Mail, directed to said party as follows:

kuv tau xa **qhov lus meej**, rau cov neeg raws li muab luam xa mus rau ib tug zus, ntim
rau hauv lub hnab ntawv, xub them nqi xa thawj qib, thiab mub tso rau hauv Teb Chaws
Asmeskas Chaw Xa Ntawv, xa ncaj qha mus rau ib tug neeg twg uas teev raws li nram
no:

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

(Yog ib tog neeg twg muaj tus neeg sawv cev tam nws, koj yuav tsum xa mus rau tog neeg ntawd tus kws lij choj, tsis yog xa ncaj qha mus rau tog neeg ntawd. Sau lub npe thiab tus (cov) neeg lub npe ua hauj lwm uas tau txais cov ntaub ntawv thiab lawv cov chaw nyob):

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

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

(Signature/Kos npe)

(Date/Hnub tim)