

INSTRUCTIONS FOR COMPLETING THE HENNEPIN COUNTY CONCILIATION COURT CLAIM FORM

The following information is required to process your Conciliation Court Claim. If required information is not provided, your claim form and filing fee will be returned to you.

1. Enter plaintiff(s) name, street address, city, state, zip code and date of birth. (Please verify that city is correct). **One name per box, even for married couples.**
NOTE: If more than two plaintiffs use Additional Litigant Form that can be downloaded from our website at www.mncourts.gov/hennepin.

2. Enter defendant(s) name, street address, city, state and zip code. Include their telephone number if known. (Please verify that city is correct) If defendant's mailing address is a PO Box, list the street address where they live in the text box for the claim to verify jurisdiction. **One name per box, even for married couples.**
NOTE: If more than three defendants use Additional Litigant Form that can be downloaded from our website at www.mncourts.gov/hennepin.

3. Enter the following information:
 - Amount owed (\$15,000 maximum)
 - Filing Fee - \$70.00
 - Grand Total including filing fee
 - Date of Incident, event or transaction
 - **Brief description– please use size 10 font or larger and only use the space provided in the text box. Keep your claim form to one page.**
 - If this is a forfeiture matter, you must include the Notice of Seizure and Intent to Forfeit

4. Sign the claim form and include your daytime phone number with area code.

Failure to include all of the above will result in your documents being returned to you without being filed. **Do not attach exhibits or other documents to the claim form. Please bring them to court on the day of your hearing.**

For additional information on Conciliation Court, see **See “Information About Conciliation Court” (#CCT101) on the court forms webpage at www.mncourts.gov/forms.**

Mail or bring your claim form and \$70.00 filing fee payable to “Hennepin County Conciliation Court” to:

Conciliation Court
350 South 5th Street
Room 306 – City Hall
Minneapolis MN 55415-0926