

INSTRUCTIONS FOR COMPLETING THE HENNEPIN COUNTY CONCILIATION COURT COUNTERCLAIM FORM

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

1. The caption stays the same as on the original claim. Enter plaintiff(s) name, street address, city, state and zip code exactly as it appears on the original claim. **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, zip code and telephone number with area code **exactly** as it appears on the original claim form. **One name per box, even for married couples.**
NOTE: Please verify that your address is correct. 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 a size 10 font or larger, and only use the space provided on the text box. Keep claim form to one page)**

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 counterclaim 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