



Minnesota Judicial Branch Policy

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Case Initiation

I. POLICY STATEMENT

The basis for initiating a court case should be consistent across the state to ensure the court record is accurate and appropriately represents the work of the court. Consistent case initiation practices are critical for the assessment of the need for judicial and staff resources, case management, performance measures, and court statistics. It is the policy of the Minnesota Judicial Branch that criteria will be applied to determine when a new case should be initiated. The criteria, given below, are to be applied in the following order:

1. **Scope of Relief**
The scope of relief is stated on the complaint/petition and is based on statute. The scope of relief requested is a distinguishing factor for determining whether a new case should be opened.
2. **Parties Involved – “Critical Parties”**
Party designations and case captions are defined by Court Rules and statutes. Multiple parties are often involved in a case.
3. **Timing**
Timing refers to the point in time when initiating documents are filed. The timing should not be a factor unless another case has previously been initiated. If the scope of relief and the critical parties have not changed, then a new case would not be initiated unless required under statute or rule.
4. **Judicial Workload**
Judicial workload is the amount of judicial time dedicated to a case. Judicial workload may be a factor in determining when to open a new case in situations when there is a substantial change in the amount of time involved.

II. IMPLEMENTATION AUTHORITY

Implementation of this policy shall be the responsibility of the State Court Administrator, acting as the Judicial Council's agent.

III. EXECUTIVE LIMITATIONS

None.