



Commonly Filed Case Types and Documents

November 7, 2016

State Court Administrator's Office, Business Education and Support Unit

Contents

Introduction.....	3
Civil Case Types and Documents	3
Commonly Filed Civil Case Types.....	3
Commonly Filed Civil Case Documents	7
Family Case Types and Documents.....	8
Commonly Filed Family Case Types.....	8
Commonly Filed Family Case Documents	9
Probate Case Types and Documents.....	10
Commonly Filed Probate Case Types.....	10
Commonly Filed Probate Case Documents	11
Civil Commitment Case Types and Documents	13
Commonly Filed Civil Commitment Case Types.....	13
Commonly Filed Civil Commitment Case Documents	14

Commonly Filed Case Types and Documents

Introduction

This document is intended to assist filers in determining the proper case type to use when filing a new case and the proper filing codes to use when filing a document. The following tables also contain recommendations for filing comments and document security levels¹ for documents being filed.

This document does not contain all possible document filing codes. If you are unsure of how to file something that is not listed in this document, please contact your local court administration office.

Civil Case Types and Documents

Commonly Filed Civil Case Types

Case Type	When to Use
Appeal from Administrative Agency	Used when a notice of appeal is filed seeking the court's order to override the decision of an authority (agency).
Appointment of Trustee	Use when a Petition for Appointment of Trustee is filed. A Wrongful Death complaint may be filed later and a new Wrongful Death case is opened.
Assessment Appeal	Use when a real estate assessment is being appealed.
Change of Name	Use when a person applies for a name change.
Civil Other/Miscellaneous	All other civil cases not covered by a more specific case type, including but not limited to the following: <ul style="list-style-type: none"> • Corporate Dissolution • Declaratory Judgment • Foreign Country Money Judgments • Mortgage Foreclosure • Real Estate Tax Petitions • Writs of Attachment, Certiorari, Habeas Corpus, Mandamus, and Prohibition.
Conciliation	Use when a summons for Conciliation Court (also known as Small Claims Court) is filed.
Conciliation – Forfeiture	Case in which a person requests return of property that was seized because of a warrant, drug bust, etc. The claim must be within the monetary limit for conciliation court proceedings.
Conciliation Appeal	Used when a Conciliation Court decision is appealed to District Court.

¹ Recommended document security levels are the lowest default security level for a document. Filers may need to increase security levels based on the content of the document.

Condemnation	A petition to acquire land through the right of eminent domain – to take private property for public use by the state, municipalities, and private persons or corporations authorized to exercise functions of public character.
Condemnation Appeal	An appeal of a Condemnation decision.
Confession of Judgment	Used when the debtor permits a money judgment to be entered against him/her by a creditor, for a stipulated sum, through a written statement to that affect.
Consumer Credit Contract	Used when the plaintiff is a corporation or organization (not an individual), the defendant is an individual, and the contract amount does not exceed \$20,000.
Contract	Use when the basis of the lawsuit is a breach of contract agreement.
Default Judgment	A plaintiff served a summons and complaint more than 20 days in the past and the defendant has not filed an answer. The affidavit of no answer, etc. facilitate entry of an administrative judgment.
Discrimination	Cases in which the reason for the lawsuit is action(s) based on prejudice. If the discrimination arises in an employment situation, the “Employment” case type should be used. (Also see Employment case type.)
Eminent Domain	Petitions to take private property for public use by the state, municipalities, and private persons or corporations authorized to exercise functions of public character.
Employment	<p>Any cases arising from disputes relating to employment, including the following disputes. Violations of:</p> <ul style="list-style-type: none"> • Title VII of Civil Rights Act • Americans with Disabilities Act (ADA) • Age Discrimination in Employment Act (ADEA) • 42 USC Sec 1981 (racial discrimination) • 42 USC Sec 1983 (equal protection) • Minnesota Human Rights Act (§363) • Minnesota Whistle Blower Act (§181.932) • Actions for the recovery of wages • Tort and contract cases involving actions such as: <ul style="list-style-type: none"> ▪ Employment contracts ▪ Wrongful discharge ▪ Defamation ▪ Intentional infliction of emotional distress ▪ Negligent infliction of emotional distress ▪ Negligent hiring, supervision, or retention ▪ Tortious interference with employment ▪ Labor disputes/TRO’s for strikes, etc. <p>Note: Sexual harassment or discrimination cases that are related to employment situations should be classified as employment, not as sexual harassment or discrimination.</p>
Eviction (UD)	Action to evict a tenant from rental property. (In Hennepin County and Ramsey County these cases are heard in Housing Court.)

Foreign Judgment	Use when a money judgment originally entered in another state is submitted for entry in Minnesota.
Forfeiture	Use when a person requests the return of property that was seized because of a warrant, drug bust, etc. Exceeds the limits for filing under Conciliation – Forfeiture. (See also Conciliation – Forfeiture)
Habeas Corpus	Use when a writ is issued to bring a party before a court or judge. The primary function is the release of a party from unlawful restraint.
Harassment	Use when a petitioner seeks a temporary restraining order and a restraining order, based upon a claim of harassment.
Implied Consent	Petition for judicial review of a driver's license revocation as the result of a Driving While Impaired citation or complaint.
Malpractice	Lawsuit alleging medical or attorney malpractice.
Mechanics Lien	Used when a complaint is filed for the purpose of securing priority of payment of the price or value of work performed and materials furnished in erecting or repairing a building or other structure, that attaches to or is built upon the land.
Minor Settlement	Used when there is an agreement by which parties, having disputed matters between them, ascertain what money amount is to be paid to a minor.
Personal Injury	Lawsuit arising out of a personal injury - one party claiming injury caused by some action of the other.
Product Liability	Lawsuit alleging a maker of manufactured goods is responsible for injury to a person as a result of a defective product.
Property Damage	Lawsuit alleging misconduct which results in damage to property.
Quiet Title	A proceeding to establish the plaintiff's title to land by bringing into court an adverse claimant and compelling him to set forth the nature of his claim so that it may be determined by decree.
Receivership	A case in which a receiver is appointed for an insolvent corporation, partnership, or individual for protection of its assets and for ultimate sale and distribution to creditors.
Rent Escrow	Used when a tenant deposits rent with the court and seeks relief because the owner of the premises has not complied with building codes or covenants or agreements regarding the rental property. (In Hennepin County and Ramsey County these cases are heard in Housing Court.)
Replevin	An action to recover goods unlawfully taken and requesting to have the goods returned. It applies to the situations where the ownership of property is not clear enough for criminal charges to be brought. There may also be urgency to the recovery of the property.
Restitution Judgment	Used when docketing a money judgment pursuant to a restitution order from a criminal or juvenile case.
Sexual Harassment	Lawsuit alleging misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. If the sexual harassment arises in an employment situation, the "Employment" case type should be used.
Tax Court	Tax Court cases are filed in district court and determined by the Minnesota Tax Court.

Torrens	Cases in which a landowner applies to the court for a certificate of title.
Transcript Judgment	Used when a judgment is transcribed from Conciliation Court to District Court for satisfaction of indebtedness.
Transcript Judgment From Other Minnesota County	Used when a judgment is transcribed from one county to another for satisfaction of indebtedness.
Trust	A trust is defined as a right of property, real or personal, held by one party for the benefit of another. A trust is typically opened when a petition for the appointment of a trustee is filed. This case type includes probate trusts.
Welfare Appeal	All cases appealed from a Welfare Agency decision.
Worker's Compensation	Use when a claim is made under the Worker's Compensation Acts.
Wrongful Death	Action brought by a trustee alleging injury, which resulted in death, caused by the wrongful act or omission of any person or corporation. (Also see Appointment of Trustee case type.)

Commonly Filed Civil Case Documents

Each document must be filed with a separate filing code. Do not combine documents into one large document. If no additional comments are necessary, a placeholder such as a period may be placed in the Filing Comments field.

Filing Code Title	Additional Filing Comments	Security
Affidavit for Proceeding In Forma Pauperis		Confidential
Affidavit of No Answer, ID, Non- Military Status and Amount Due		Public
Affidavit of Identification		Public
Affidavit of Service	What was served on whom, e.g., "of notice of motion on plaintiff"	Public
Affidavit-Other	Specify: Affidavit of _____	Public
Amended Motion	State which motion is being amended	Public
Answer	Indicate party or parties	Public
Briefs	Include description of document	Public
Certificate of Representation	Indicate which party filed	Public
Civil Cover Sheet	Indicate if filed by Plaintiff or Defendant and if a jury or court trial is requested	Public
Complaint		Public
Confidential Information Form 11.1 personal information		Confidential
Confidential Financial Source Documents Form 11.2		Public
Confidential Information Form 11.2 Attachments	Describe attached documents	Confidential
Correspondence	Include what correspondence is in regard to	Public
Exhibit List	Indicate which party filed	Public
Memorandum	Include title of memorandum	Public
Motion	Specify type of motion	Public
Notice of Motion and Motion	Describe motion	Public
Notice-Other	Type of notice, e.g., "of hearing"	Public
Other Document	Specify document name. Only use when no specific filing code is available.	Public
Petition-Other	Specify: Petition to/for _____	Public
Proposed Order or Document	Type of document, e.g., "proposed order for summary judgment"	Public
Request for Emergency Judge Assignment		Public
Request for Hearing	Specify reason for request, e.g., "for attorney fees"	Public
Stipulation	Specify reason, e.g., "Stipulation for/to ____"	Public
Summons		Public
Witness List	Indicate which party filed	Public

Family Case Types and Documents

Commonly Filed Family Case Types

Case Type	When to Use
Annulment	The parties ask the court to establish that a marital status never existed.
Custody	Cases filed for the purpose of having the court award the care, control, and maintenance of something/someone to one of the parties to the case.
Dissolution with Child	Cases filed for the purpose of dissolving a marriage that involves minor children.
Dissolution without Child	Cases filed for the purpose of dissolving a marriage that does not involve any minor children.
Domestic Abuse	A party is seeking an order for protection directly from the court in cases of abuse or sexual assault. Petition may be filed by a family or household member; a guardian; a reputable adult age 25 or older on behalf of minor family or household members. A person age 16 or 17 may file on their own behalf when they are seeking protection from a spouse, a former spouse or a person with whom they have a child. <i>Reference: M.S. 518B.01</i>
Family Other	Cases that include family court matters that do not fit into any of the other family case types.
Legal Separation	Cases filed for the purpose of arranging the terms (custody, support, etc.) under which a married couple will live separately.
Paternity	A court action to prove that a person is the father of an illegitimate child and to enforce support obligations.
Separate Maintenance	Cases filed for determining the amount of money to be paid by one married person to the other for support if they are no longer living together.
Summary Dissolution	Allows certain dissolutions to be granted by Court Administration without direction of a judge.
Support	Actions brought for the collection of child support.

Commonly Filed Family Case Documents

Each document must be filed with a separate filing code. Do not combine documents into one large document. If no additional comments are necessary, a placeholder such as a period may be placed in the Filing Comments field.

Filing Code Title	Additional Filing Comments	Security
Admission of Service		Public
Affidavit for Proceeding In Forma Pauperis		Confidential
Affidavit of Service	What was served on whom, e.g., "of notice of motion on plaintiff"	Public
Affidavit of Default		Public
Affidavit of Identification		Public
Affidavit of Non-Military Service		Public
Affidavit-Other	Specify: Affidavit of _____	Public
Amended Motion	State which motion is being amended	Public
Amended Petition/Application		Public
Answer and Counterpetition		Public
Certificate of Attendance – Class	Specify which class and who completed	Public
Certificate of Representation	Indicate which party filed	Public
Confidential Information Form 11.1 personal information		Confidential
Confidential Financial Source Documents Form 11.2		Public
Confidential Information Form 11.2 Attach		Confidential
Correspondence	Include what correspondence is in regard to	Public
Default Scheduling Request	Specify if a hearing is requested or not	Public
Exhibit List	Indicate which party filed	Public
ExParte Motion	Describe motion	Public
Financial Affidavit for Child Support		Public
Joint Petition, Agreement and Verifications		Public
Joint Petition - Dissolution		Public
Martial Termination Agreement		Public
Memorandum	Include title of memorandum	Public
Notice of Motion and Motion	Describe motion	Public
Notice-Other	Type of notice, e.g., "of hearing"	Public
Notice to County Support and Collections		Public
Other Document	Specify document name. Only use when no specific filing code is available.	Public
Parenting/Financial Disclosure Statements		Public
Petition for Custody		Public

Petition for Dissolution of Marriage		Public
Petition-Other		Public
Petition-Summary Dissolution		Public
Proposed Child Support Order		Public
Proposed Order for Blood or Genetic Testing		Confidential
Proposed Order or Document	Type of document, e.g., "proposed order for _____"	Public
Recognition of Parentage		Public
Request for Administrative Review – Dissolution		Public
Stipulation	Specify reason, e.g., "Stipulation for/to _____"	Public
Summons		Public
Witness List	Indicate which party filed	Public

Probate Case Types and Documents

Commonly Filed Probate Case Types

Case Type	When to Use
Decree of Descent	Use when a decedent is dead for more than three years and no prior proceedings exist.
Formal Supervised	A supervised (formal) administration is a completely formal probate proceeding under continuous supervision of the court. A petition for Supervised Administration may be filed by an interested person, an appointed personal representative, or one named in a will.
Formal Unsupervised	An unsupervised (formal) administration is a formal probate administration in which once the personal representative is appointed, the administration cannot be supervised, reviewed, or audited by the Court and is handled just as if it were informal. The Court has no continuing authority over the estate.
Guardianship/ Conservatorship	A case in which an emergency or general guardian of the person and/or a conservator of the estate is needed.
Informal Probate	Use when case is initiated by an application (not petition) for informal probate which is designed for estates in which there is no need for court supervision nor a judicial decision (adjudication). To qualify for the informal process, an estate must be free of uncertainties, legal disputes, or complex administrative requirements.
Probate Document	Use for probate documents (such as demands for notice) that are filed for safekeeping or custody outside of a probate case. Once case type is selected, the appropriate event type (for example, "Demand for Notice") should be entered to identify the type of document.
Probate Other	Use for cases that do not, by strict definition, fit into other case types. These include proceedings governed by unique circumstances and therefore should not be recorded as other case types. An example is determinations of death. Note: File probate trusts in the Civil Trust case type, not Probate Other.

Special Administration	Use when a case is initiated by a Petition when the appointment is necessary to preserve the estate or to secure its proper administration, including circumstances where a Personal Representative cannot or should not act. For example, the decedent had no assets but medical records are needed.
Substitute Decision Maker	Use to petition the court to appoint someone who may give informed consent for voluntary treatment and services on behalf of an individual when a designated agency or its designee declines or refuses to give informed consent based on the individual's lack of capacity to give informed consent.
Summary Administration	Use Summary Administration as an option if there are only exempt assets (homestead, personal property, family allowance, etc.). A decree can issue immediately after court hearing with a clearance from medical assistance. There can also be nonexempt assets under \$100,000. A decree will then issue after the claims period expires. This is not a good option if a Personal Representative is needed to administer the estate.

Commonly Filed Probate Case Documents

Each document must be filed with a separate filing code. Do not combine documents into one large document. If no additional comments are necessary, a placeholder such as a period may be placed in the Filing Comments field.

Filing Code Title	Additional Filing Comments	Security
Acceptance of Appointment and Oath		Public
Affidavit for Proceeding In Forma Pauperis		Confidential
Affidavit of Mailing	What was served on whom, e.g., "of notice of motion on plaintiff"	Public
Affidavit of Publication		Public
Affidavit of Service of Notice to the Comm of Human Services		Public
Affidavit – Other	Specify: Affidavit of _____	Public
Annual Notice of Rights		Public
Appl for Inf Probate of Will and Appointment of Personal Rep	Application for Informal Probate of Will and Appointment of Personal Representative	Public
Appl for Informal Appointment of Personal Representative	Application for Informal Appointment of Personal Representative	Public
Codicil		Public
Confidential Information Form 11.1 personal information		Confidential
Confidential Financial Source Documents Form 11.2		Public
Confidential Information Form 11.2 Attachments		Confidential
Consent to Criminal Background Check		Public
Consent – Probate		Public

Correspondence	Include what correspondence is in regard to	Public
Death Certificate		Confidential
Demand for Notice		Public
Inventory		Public
Miscellaneous Supporting Documentation	Describe documents	Public
Nomination of Personal Representative		Public
Other Document	Specify document name. <u>Only use when no specific filing code is available.</u>	Public
Personal Well Being Report		Public
Personal Well Being Report and Annual Notice of Rights		Public
Petition for Conservatorship		Public
Petition for Emergency Guardianship/Conservatorship		Public
Petition for Frml Adjudication of Intestacy – Determ of Heirs		Public
Petition for Formal Probate of Will and Formal Appointment		Public
Petition for Frml Probate of Will – Appoint of Pers Rep – Unsup		Public
Petition for Guardianship		Public
Petition for Guardianship/Conservatorship		Public
Petition – Other	Specify: Petition to/for _____	Public
Physician’s Statement in Support of Petition		Confidential
Proof of Placing Publication		Public
Proposed Document-Informal Probate		Public
Proposed Order or Document	Type of document, e.g., "proposed order for _____"	Public
Receipts		Confidential
Receipts for Assets by Distributee		Public
Renunciation of Right to Appointment or to Nominate		Public
Statement of Content-Lost, Destroyed or Unavailable Will		Public
Statement to Close		Public
Substitution of Counsel		Public
Testimony of Subscribing Witness		Public
Trust Document		Public
Vouchers		Public
Will		Public
Written Statement of Claim		Public

Civil Commitment Case Types and Documents

Commonly Filed Civil Commitment Case Types

Case Type	When to Use – Case is initiated by the filing of a formal petition for commitment of an individual...
Commitment – Chemically Dependent	<p>... alleged to be incapable of self-management or management of his/her personal affairs because of habitual and excessive use of alcohol or drugs, and poses a substantial likelihood of physical harm to himself or others, demonstrated by:</p> <ol style="list-style-type: none"> 1. serious physical problem, 2. recent attempt or threat to physically harm self or others, 3. failure to obtain necessary food, shelter, clothing or medical care.
Commitment – Developmentally Disabled	<p>... who has been diagnosed as having significant sub-average intellectual functioning existing concurrently with demonstrated deficits in adaptive behavior who manifest these conditions prior to this person's 22nd birthday, and whose recent conduct is a result of developmental disability and poses a substantial likelihood of physical harm to self or others in that there has been:</p> <ol style="list-style-type: none"> a. a recent attempt or threat to physically harm self or others, or b. a failure and inability to obtain necessary food, shelter, clothing or medical care.
Commitment – Mentally Ill, Developmentally Disabled and Chemically Dependent	<p>... because s/he is alleged to be mentally ill and developmentally disabled and chemically dependent as described in the Commitment – Mentally Ill, Commitment – Developmentally Disabled, and Commitment – Chemically Dependent case types.</p>
Commitment – Mentally Ill	<p>... who is alleged to have an organic disorder of the brain or substantial psychiatric disorder of thought, mood, perception, orientation, or memory which grossly impairs his/her judgment, behavior, capacity to recognize reality, or to reason or understand, which:</p> <ol style="list-style-type: none"> 1. is manifested by instances of grossly distorted behavior or faulty perceptions, 2. poses substantial likelihood of physical harm to self or others which is demonstrated by: <ol style="list-style-type: none"> a. failure to obtain necessary food, shelter, clothing or medical care, or b. recent attempt or threat to physically harm self or others.
Commitment – Mentally Ill and Chemically Dependent	<p>...because he or she is alleged to be mentally ill and chemically dependent as described in the Commitment – Mentally Ill and Commitment – Chemically Dependent case types.</p>
Commitment – Mentally Ill and Dangerous	<p>... because s/he is alleged to be mentally ill and as a result presents a clear danger to the safety of others as demonstrated by the facts that:</p> <ol style="list-style-type: none"> 1. person has engaged in an overt act causing or attempting to cause serious physical harm to another, and 2. there is substantial likelihood that the person will engage in acts capable of inflicting serious physical harm to another.

Commitment – Mentally Ill and Developmentally Disabled	... because s/he is alleged to be mentally ill and developmentally disabled as described in the Commitment – Mentally Ill and Commitment – Developmentally Disabled case types.
Commitment – Mentally Ill, Developmentally Disabled and Dangerous	... because s/he is alleged to be mentally ill and dangerous and developmentally disabled as described in the Commitment – Mentally Ill and Dangerous and Commitment – Developmentally Disabled case types.
Commitment – Multiple Types	...when a combination of the above conditions are alleged to exist and it is not feasible to restrict this person to one category.
Commitment-Sexually Dangerous & Psychopathic Personality	...because s/he is alleged to be a sexually dangerous and sexually psychopathic person.
Commitment – Sexual Psychopathic Personality	...because s/he is alleged to be a sexually psychopathic person.
Commitment – Sexually Dangerous Person	...because s/he is alleged to be a sexually dangerous person.

Commonly Filed Civil Commitment Case Documents

Each document must be filed with a separate filing code. Do not combine documents into one large document. If no additional comments are necessary, a placeholder such as a period may be placed in the Filing Comments field.

Filing Code Title	Additional Filing Comments	Security
60-90 Day Commitment Report		Confidential
6 Month Report		Confidential
Affidavit - Other	Specify: Affidavit of _____	Public
Change in Status Report		Confidential
Correspondence	What correspondence is in regard to	Public
Examiner's Report		Confidential
Examiner's Report in Support of Petition for Commitment		Confidential
Miscellaneous Supporting Documentation	Describe documents	Public
Motion to Seal - Commitment		Sealed
Other Investigation/Evaluation/Assessment Report		Confidential
Petition for Judicial Commitment		Public
Petition for Recommitment		Public
Petition - Other	Specify: Petition to/for _____	Public
Physician's Statement		Confidential
Physician's Statement in Support of Petition		Confidential
Pre-Petition Screening Report		Confidential

Progress Report		Confidential
Proposed Order or Document		Public
Psychological Evaluation Report		Confidential
Report - Other	Specify type of report	Confidential
Treatment Report		Confidential
Waiver of Continued Commitment Hearing		Public