

INSTRUCTIONS

HABRAACYO

Conciliation Court – Plaintiff’s Statement of Claim

Maxkamadda Heshiisiinta – Dacwada Qoran ee Eedeeyaha

Important Notices and Resources/Ogeysiisyo iyo Tasiilaadyo Muhiim ah

The Court has forms and instructions, for some types of cases, as a general guide to the court process. These instructions explain the steps in more detail and answer common questions but are not a full guide to the law. Court employees may be able to give general information on court rules and procedures, but they cannot give legal advice.

Maxkamaddu waxay haysaa foomam iyo habraacyo, noocyada kiisaska qaarkood, guud ahaan si hoggaan u ah habraaca maxkamadda. Habraacyadaas waxa ay si faahfaahsan u sharxayaan oo ka jawaabayaan su'aalo guud laakiin sharci ahaan ma aha hoggaan buuxa. Shaqaalaha maxkamadda ayaa laga heli karaa macluumaad guud oo ku saabsan habka iyo habraacyada maxkamadaha, laakiin qofna ma siin karaan talo la xiriirta sharciga.

Have questions about court forms or instructions?

Su'aalo ma ka qabtaa foomamka ama habraacyada maxkamadda?

- Visit www.MNCourts.gov/SelfHelp
- Booqo www.MNCourts.gov/SelfHelp
- Call the Statewide Self-Help Center at 651-435-6535
- Soo Garaac Taleefanka Xarunta Gobolkoo Dhan ee Adigu Caawi Naftaada ama Self-Help Center 651-435-6535

Not sure what to do about a legal issue or need advice?

Markaan la hubin waxa lagu sameynayo arrin sharci ah ama aad u baahan tahay talo?

- Talk with a lawyer
- Kala hadal qareen
- Visit www.MNCourts.gov/Find-a-Lawyer.aspx
- Booqo www.MNCourts.gov/Find-a-Lawyer.aspx

Helpful materials may be found at your public county law library. For a directory, see <http://mn.gov/law-library/research-links/county-law-libraries.jsp>. For more information, contact court administration or call the Minnesota State Law Library at 651-297-7651.

Waxyaabo ku caawin kara waxaad ka heli kartaa maktabadda dadweynaha ee deegaanka qeybta sharciga. Si aad u aragto diiwaanka, ka eego <http://mn.gov/law-library/research-links/county-law-libraries.jsp>. Wixii macluumaad dheeraad ah, kala xiriir maamulka maxkamadda ama soo garaac taleefanka maktabadda sharciga gobolka (Minnesota State Law Library) 651-297-7651.

Forms You May Need/Foomamkaad U Baahan Karto

- Plaintiff's Statement of Claim (CCT102);
- Dacwada Qoran ee Eedeeyaha (CCT102);
- Conciliation Court Affidavit of Service (CCT103);
- Markhaati-kicidda Gudbinta Waraaqaha ee Maxkamadda Heshiisiinta (CCT103);
- Additional Litigants Form (CCT702);
- Foomka Dacwadaha Dheeraadka ah (CCT702);
- *Power of Attorney for Conciliation Court* (CCT701) – only if you are representing a business; and
- *Caddeynta Wakiil Qof ku Metalaya Maxkamadda Heshiisiinta* (CCT701) – keliya haddii la matelayo meherad; iyo
- Affidavit of Inability to Pay Conciliation Court Fees (CCT104) – not for businesses.
- Markhaatikicidda Markaan la iska Bixin Karin Lacagta Maxkamadda Heshiisiinta (CCT104) – meheradaha ma khuseyso.

Forms are available online at <https://mncourts.gov/GetForms.aspx?c=10&p=41>.

Foomka waxaa laga heli karaa <https://mncourts.gov/GetForms.aspx?c=10&p=41>.

What You Need to Do/Waxaad U Baahan Tahay Inaad Sameyso

1. Complete the court forms, following all of the steps in these instructions. Soo buuxi foomamka maxkamadda, oo raac tallaabooyinka habraacyada soo socda.
2. File the forms (electronically or at the courthouse), and pay the Conciliation Court filing fee [or, for individuals, file the *Affidavit of Inability to Pay Conciliation Court Fees* (CCT104) if you cannot afford to pay the fee].
Foomamka soo socda waa in lagu soo gudbiyo (intarnet ahaan ama in maxkamadda la keeno), oo waa in la bixiyo lacagata soo dirista Maxkamadda Heshiisiinta (ama, dadka shakhsiga ah, waa inay soo diraan *Markhaatikicidda Inaan la iska Bixin Karin Lacagta Maxkamadda Heshiisiinta* (CCT104) qofkii aan lacagta iska bixin karin).
3. If your claim is over \$2,500, serve Defendant with a copy of your *Plaintiff's Statement of Claim* form and the *Summons* that you will receive from Court Administration. Haddii waxa aad sheeganeysyo ay ka badan tahay \$2,500, u gudbi Eedeysanaha koobbiga *Dacwada Qoran ee Eedeeyaha* oo ah foom iyo *Dacwada Isugu-yeerista Maxkamadda* oo aad ka heli doonto Maamulka Maxkamadda.
4. Appear at the hearing. Each "step" here is described in more detail below.
Ka soo qeybgal dacwad-dhageysiga. Halkan "tallaabo" kasta oo halkan ku qoran hoos ayey ku faahfaahsan tahay.

Guide & File/Buuxinta & Dirista

The court offers an online interview-based tool called **Guide & File** that can help you fill out the forms and possibly file them electronically. For more information, see <https://mncourts.gov/Help-Topics/Guide-and-File.aspx>.

Maxkamaddu waxay intarnetka ku haysaa hab ah wareysi oo la yiraahdo **Buuxinta & Dirista** oo ah wax dadka ku caawiya buuxinta foomamka iyo sida loogu soo dirayo intarnetka. Wixii faahfaahin ah, ka eego <https://mncourts.gov/Help-Topics/Guide-and-File.aspx>.

General Information about Conciliation Court Macluumaadka Guud ee Maxkamadda Heshiisiinta

What is Conciliation Court?/Waa maxay Maxkamadda Heshiisiinta?

[Minn. Stat. § 491A.01](#) (revisor.mn.gov/statutes/cite/491A.01) created Conciliation Court – also called Small Claims Court. This court allows people to bring their legal claims to court without expensive costs or complicated legal procedures.

[Minn. Sharciga. § 491A.01](#) (revisor.mn.gov/statutes/cite/491A.01) ayaa lagu sameeyey Maxkamadda Heshiisiinta – oo sidoo kale la yiraahdo Maxkamadda Dacwooyinka Yaryar. Maxkamaddan waxa ay dadka u oggoshahay in ay u keenaan dacwadooda sharciga ah sababtoo ah kharashkeedu ma badna oo ma laha habraacyo sharciyeed oo adag.

Do you have a claim to file in Conciliation Court?

Ma haysataa dacwo aad keensaneyso Maxkamadda Heshiisiinta?

You can file a claim in Conciliation Court for an amount up to \$20,000, or \$4,000 if the claim involves a consumer credit transaction. This is the limit set by law. You cannot file a claim involving title to real estate, libel, slander, class actions, or medical malpractice in Conciliation Court.

Kharashka dacwadaha la keensan karo Maxkamadda Heshiisiinta waa ilaa iyo \$20,000, ama \$4,000 haddii ay dacwadu ku lug leedahay arrimaha macaamilka lacagta ee dadweynaha. Sidaasi waa sida uu sharcigu ku xadeeyey. Maxkamadda Heshiisiinta lama keensan karo dacwo ku lug leh milkiyad ah hanti guriyeed, sumcad-dilid, sumcad-dilid afxumo ah, dacwo kooxeed ama daaweyn dayac la socdo.

Conciliation Court will not accept a claim that goes over the dollar limits. If you reduce your claim to the limit of Conciliation Court, you cannot claim more later. Getting a judgment in Conciliation Court may prevent you from bringing any other claims based on the same event.

Maxkamadda Heshiisiinta ma aqbaleyso dacwo ka badan heerka lacagta u xadeysan. Haddii Maxkamadda Heshiisiinta loo soo yaresto lacagta dacwada, marka dambe lama kordhin karo. In ay Maxkamadda Heshiisiinta qof wax u xukunto waxa ay qofkaas ka hor istaagi kartaa in uu dacwado kale oo taas la mid ah keensado.

Getting a judgment in Conciliation Court does not guarantee payment. As you try to collect the judgment, you will have out-of-pocket expenses for filing fees, transcription costs, and other costs of collecting a judgment.

Xukunka Maxkamadda Heshiisiinta ma aha dammaanad la isku hubo. Marka la rabo in la helo lacagta la xukumay, waa in la sii bixiyo kharashka codsiga, kharashka gaadiidka, iyo kharashaadka kale ee lagu raadsanayo xukunka lacageed.

NOTE: Only a business or government entity may be represented in Conciliation Court by a nonlawyer. A power of attorney does not authorize a nonlawyer to file a claim, appear, or in any other way “represent” a natural person in Conciliation Court.

OGOW: Meherad ama hay'ad dowladeed oo keliya ayaa Maxkamadda Heshiisiinta waxaa ku metali kara qof aan qareen ahayn. Caddeynta wakiilka sharciyeysan in la haysto ma suuragelineyso qof aan qareen ahayn in uu soo gudbiyo dacwo, inuu soo xaadiro, ama si ay noqotaba in uu qof kale ku "metalo" Maxkamadda Heshiisiinta.

Do you have all the information you need to fill out the forms?

Ma haysataa gebi ahaan macluumaadka aad u baahan tahay ee aad ku buuxineyso foomamka?

The *Plaintiff's Statement of Claim* form (CCT102) asks for the following information:

Waxa uu *Dacwada Qoran ee Eedeeyaha* foomka (CCT102) dadka weydiinaya macluumaadka soo socda:

- For each plaintiff: name, address, date of birth, phone number, email address (if a plaintiff is a business, then you will need the business name, address, phone number and e-mail address);
Eedeeye kasta waxaa laga rabaa: magac, cinwaan, taariikhda dhalashada, lambar taleefan, cinwaanka boostada intarnetka (e-mail), (haddii uu eedeeyuhu dacwoonayo, waxaa laga rabaa magaca, cinwaan, lambar taleefan, cinwaanka boostada intarnetka (e-mail));
- For each defendant: name, address, phone number, e-mail address, date of birth if known, and military status if known (if a defendant is a business, then you will need the business name, address, phone number and e-mail address);
Eedeysane kasta waxaa laga rabaa: magac, cinwaan, lambar taleefan, cinwaanka boostada intarnetka (e-mail), taariikhda dhalashada iyo haddii la ogyahay in qofku ciidanka ku jiro (haddii ay meherad dacwooneyso, waxaa laga rabaa magaca, cinwaan, lambar taleefan, cinwaanka boostada intarnetka (e-mail)).
- Details about your claim (including amount and approximate date);
Faahfaahinta dacwadaada (sida lacagta iyo qiyaasta taariikhda);
- The county and judicial district number where case will be filed.
Deegaanka iyo lambarka garsoorka degmada ee goobta dacwada laga xareyn doono.

Step 1/Tallaabada 1aad

Fill Out *Plaintiff's Statement of Claim* (CCT102) Soo buuxi *Dacwada Qoran ee Eedeeyaha* (CCT102)

The Caption/Cinwaanka

- A. List the county where you will be filing your Conciliation Court case. If you are not sure where you should file, please talk to an attorney. Court staff cannot tell you where to file your case.

Ku qor deegaanka aad ka xareysaneyso kiiska Maxkamadda Heshiisiinta. Haddii aadan isku hubin goobta aad ka xareysaneyso, fadlan kala hadal qareen. Shaqaalaha maxkamadda ma sheegi karaan goobta laga xareysan karo.

The general rule is that you must file your *Plaintiff's Statement of Claim* in the county where the defendant lives. There are exceptions, though:

Sharciga guud waa in lagu soo xareysto *Qoraalka Dacwada Eedeeyaha* isla deegaanka uu ku nool yahay Eedeysanaha. Waxaa jira wax ka reebban:

- You may sue for a bounced check in the county where the check was issued.
Waxaad deegaanka ay ka dhacdo uga dacwoon kartaa jeeg been ah oo soo noqday.
- You may make a claim for unpaid rent or return of a security deposit in the county where the rental property is located.
Waxaa dacwadu noqon kartaa ijaarka guriga oo la bixin waayey ama soo-celinta lacagta curaarta ah oo waxaa laga xareysan karaa meesha uu ku yaallo guriga kirada ah.
- You may sue corporations in the county where their business office or branch office is located.
Waxaad dacweyn kartaa shirkadaha waaweyn ee deegaanka uu xafiiska ganacsigu ugu yaallo.

- B. List the Judicial District. Each county belongs in one of ten judicial districts. If you need help, see <http://www.mncourts.gov/Find-Courts.aspx>.

Ku Qor Deegaanka Garsoorka. Deegaan kasta waxa uu ku jiraa mid ka mid ah tobanka deegaan ee garsoorka. Haddii aad caawimaad rabto, ka eego <http://www.mncourts.gov/Find-Courts.aspx>.

- C. Leave the "Court File Number" line blank. Court Administration will give you the court file number after you file your case.

Waxba ha ku qorin "Lambarka Feylka Maxkamadda". Maamulka Maxkamadda waxay ku siin doonaan lambar ah feylka maxkamadda ka dib marka aad kiis u keensato.

- D. The Case Type (*Conciliation*) is already filled in for you.
Nooca Kiiska (*Heshiisiin*) waa wax lagu sii buuxiyey.

- E. As the person or business suing (bringing the claim), you are the **Plaintiff**. List your full name. If there is more than one plaintiff, then you will be Plaintiff #1. The next plaintiff will be Plaintiff #2.

Marka la eego qof ama meherad dacwoonaya (soo-gudbinta dacwada), waxaa la yiraahdaa **Eedeeye**. Qor magacaaga oo saddexan. Miyey jiraan Eedeeyeyaal ka badan hal, markaas adigu waxaad noqoneysaa Eedeeye # 1. Qofka kugu xigana Eedeeye # 2.

This form has room for only two plaintiffs. If there are more than two, you will have to use the *Additional Litigants Form* (CCT702). The *Additional Litigants Form* will allow you to include up to four plaintiffs. If you have more than four plaintiffs, please check with Court Administration in the county where you will be filing your claim.

Foomkan waxa lagu qori karo oo keliya waa laba eedeeye. Haddii ay jiraan dad ka badan laba qofood, waa in loo isticmaalo *Foomka Eedeeyeyaasha Dheeraadka ah* (CCT702). Waxa uu *Foomka Eedeeyeyaasha Dheeraadka ah* oggolaanayaa in lagu qori karaa ilaa afar Eedeeye. Haddii ay jiraan in ka badan afar Eedeeye, waa in laga hubsado Maamulka Maxkamadda ee deegaanka dacwada laga xareynayo.

- F. The person or business being sued is the **Defendant**. If there is more than one defendant, then the first one will be Defendant #1. The second person or business being sued will be Defendant #2.

Qofka ama meheradda la eedeeynayo waa **Eedeysane**. Haddii ay jiraan wax ka badan hal eedaysane, qofka ugu horreeya wuxuua noqonaya Eedaysane #1. Qofka labaad ama meheradda la dacweynayo waa Eedaysane #2.

NOTE: If you are suing a business, it is important that you have the name of the business correct. On the [Minnesota Secretary of State's website](https://mblsportal.sos.state.mn.us/Business/Search) (mblsportal.sos.state.mn.us/Business/Search), you can look up a business to see if it is registered with the state. You might find the name of the person or company listed as the business' "registered agent" who can receive "service of process" (that person or company should be served with legal papers), and the official business address. The address of the "registered agent" can be different from the official business address.

OGOW: Haddii la eedeeynayo meherad, waxaa muhiim ah in la hayo magaca meheraada oo sax ah. [Barta intarnetka ee Waaxda Xoghaynta MN](https://mblsportal.sos.state.mn.us/Business/Search), (mblsportal.sos.state.mn.us/Business/Search), waa in lagu raadiyo magaca si looga eego inay gobolka ka diiwaangashan tahay. Waxaa la heli karaa magaca qofka ama shirkadda u qoran meherad ahaan "wakiil diiwaangashan" oo leh "habraac loola xiriiro" (in qofka ama shirkadda la gaarsiin karo waraaqo sharci ah), iyo cinwaan meheradeed oo rasmi ah. Cinwaanka "wakiil diiwaangashan" waxa uu ka duwanaan karaa cinwaanka meheradeed ee rasmiga ah.

The *Plaintiff's Statement of Claim* form has room for only two defendants. If there are more than two, you will have to use the *Additional Litigants Form (CCT702)*. The *Additional Litigants Form* will allow you to include up to four defendants total. If you have more than four defendants, please check with Court Administration in the county where you will be filing your claim.

Foomka *Qoraalka Eedeeyaha Dacwada* waxaa lagu qori karaa laba eedaysane oo keliya. Haddii ay jiraan dad ka badan laba qofood, waa in loo isticmaalo *Foomka Eedeeyeyaasha Dheeraadka ah (CCT702)*. Waxa uu *Foomka Eedeeyeyaasha Dheeraadka ah* dadka u oggolaanayaa in ay ku qoraan ilaa afar eedeysane. Haddii ay jiraan wax ka badan afar Eedeysane, waa in laga hubsado Maamulka Maxkamadda ee deegaanka dacwada laga xareynayo.

Information about the Plaintiff/Macluumaad ku saabsan Eedeeyaha

1. List the number of plaintiffs./Qor tirada eedeeyeyaasha.
 - a. List Plaintiff #1's name and address.
Qor magaca iyo cinwaanka Eedeeye #1
 - b. If there is a second plaintiff, list Plaintiff #2's name and address. If there is not a second plaintiff, you can write "N/A" (not applicable).
Haddii uu jiro eedeeye labaad, qor magaciisa iyo ciwaanka Eedeeye #2. Haddii uusan jirin eedeeye labaad, waxaad ku qori kartaa "N/A" (ima khuseyso).

Information about the Defendant/Macluumaad ku saabsan Eedeysanaha.

2. List the total number of defendants you are suing.
Kow, qor tirada guud ee eedeysaneyaasha aad dacweyneysa.
 - a. For Defendant #1, include the following information:
Eedeysane #1, soo raaci macluumaadka soo socda:
 - Defendant #1's name;
Magaca eedeysane #1:
 - Whether this defendant is an individual (person) or business;
Haddii eedeysanuhu yahay qof (shakhsi) ama meherad; iyo;
 - Defendant #1's address; and
Cinwaanka eedeysane #1; iyo
 - If this defendant is an individual:
Haddii eedeysanuhu yahay hal qof:
 - This defendant's date of birth (if you know it); and
Taariikhda dhalashada ee eedeysanaha (haddii aad garaneyso); iyo
 - Whether this defendant is in the military service (if you know).
Haddii eedeysanuhu ku jiro ciidanka xoogga (haddii aad ogtahay).
 - b. Give the same information for Defendant #2. If there is only one defendant, you can write "N/A" (not applicable) in the section for Defendant #2.
Qor macluumaad la mid ah Eedaysane #2. Haddii uu jiro hal eedaysane, waxaad ku qori kartaa "N/A" (ima khusayso) qeybta eedaysanaha #2.

Information about the Claim/Macluumaad ku saabsan Dacwada

3. In Conciliation Court, you can sue another person or business because they owe you money or because they have property that belongs to you. Paragraph #3 is divided into two sections: **Money** and **Property**.

Maxkamadda Heshiisiinta marka ay noqoto, qof kale ama ganacsi waxaad ku dacweyn kartaa inaad ku leedahay lacag ama in ay kaa haystaan hanti aad adigu leedahay. Farqadda #3 waa laba qaybood: **Lacag** iyo **Hanti**

Money/Lacag

- Check the box under “Money” if the Defendant owes you money.
Calaamadi santuuqa hoose haddii Eedeysanuhu "lacag" kaa qabo.
- Next, list the amount of money Defendant owes you. Please see the section above titled “Do you have a claim to file in Conciliation Court” to read about Conciliation Court dollar limits.
Marka xigta, qor caddadka lacagta uu Eedeysanuhu kaa qabo. Fadlan eeg qeybta kore ee ah “Ma haysataa dacwo aad ku xareysaneyso Maxkamadda Heshiisiinta” si aad u soo akhrisato lacagta u xadeysan Maxkamadda Heshiisiinta.
- On the next line, you will need to figure out the filing fees (and allowable costs, if any).
Leynka hoose, waa in aad ku garato lacagta xareynta waraaqaha (iyo kharashka la oggol yahay, haddii ay jiraan).

Conciliation Court filing fee: You will need the Conciliation Court filing fee for the county you listed in the caption. You can look online for the [Minnesota Judicial Branch - Court Fees \(mncourts.gov\)](https://mncourts.gov/Help-Topics/Court-Fees.aspx) (mncourts.gov/Help-Topics/Court-Fees.aspx), or you can ask Court Administration.

Lacagta lagu xareeyo waraaqaha Maxkamadda Heshiisiinta: Waa in aad haysato lacagta xareynta ee Maxkamadda Heshiisiinta ee deegaanka aad kor ku qortay. Waxaad ka baaran kartaa intarnetka [Waxda Garsoorka Minnesota - Khidmadaha Maxkamadda \(mncourts.gov\)](https://mncourts.gov/Help-Topics/Court-Fees.aspx) (mncourts.gov/Help-Topics/Court-Fees.aspx), ama waxaad weydiin kartaa Maamulka Maxkamadda.

Costs: Sometimes there are additional costs. For example, if you file electronically, there is a cost of \$5.00 to do so, if fees are not waived. If you are not sure if you have costs that are allowed to be included, please [talk to an attorney for legal advice](https://mncourts.gov/Help-Topics/Find-a-Lawyer.aspx) (mncourts.gov/Help-Topics/Find-a-Lawyer.aspx).

Kharashaad: Mararka qarkood waxaa jira kharashaad dheeraad ah. Tusaale ahaan, haddii aad intarnetka ku soo xareysati, waxa jira kharash dhan \$5.00 si aad habkaas u raacdo, haddii aan kharashka lagaa cafin. Haddii aadan hubin in aad haysato kharashaadka lagaa rabo, [fadlan kala hadal qareen si aad uga hesho talo sharciga waafaqsan](https://mncourts.gov/Help-Topics/Find-a-Lawyer.aspx) (mncourts.gov/Help-Topics/Find-a-Lawyer.aspx).

- Add the amount Defendant owes you to the filing fee and costs to get the total amount of your claim.
Ku dar lacagta aad ku leeyahay Eedaysanuhu ee ah xareynta iyo kharashaadka si aad u hesho wadarta lacagta dacwadaada.
- For the next two items, think about why Defendant owes you money. What happened? When did it happen?
Labada wax ee soo socda, ka fakar sababta aad Eedaysanaha ugu leedahay lacagta. Maxaa dhacay? Goorma ayey arrintu dhacday?
 - List the month and year (for example, October 2022) that something happened that made Defendant owe you money.
Qor bisha iyo sannadka (tusaale ahaan, Oktoobar 2022) iyo in ay dhaceen wax ah sababta uu Eedeysanuhu lacagta kaaga qabo.
 - Describe what happened. Why does Defendant owe you money? Be brief and include important details (but do not list sensitive personal information like full bank account numbers).
Sharrax wixii dhacay. Waa maxay sababta uu Eedeysanuhu lacagta kaaga qabo? Soo koob oo ku soo dar faahfaahinta muhiimka ah (laakiin ha soo qorin macluumaad shakhsiyeed oo xasaasi ah sida lambar koonto oo buuxa).

Property/Hanti

- Check the box under “Property” if Defendant has property that belongs to you, and you want to ask the Court to order Defendant to return the property.
Calaamadi santuuqa ka hooseeya “Hantida” haddii Eedeysanuhu haysto hanti guri oo aad leedahay, oo aad rabto in Maxkamaddu ku amarto in Eedeysanuhu kuu soo celiyo.
- List your property that Defendant has. Be as specific as possible.
Qor hantida uu Eedeysanuhu kaa haysto. Intii macquul ah si cad wax u qor.
- Next, list the value of your property. Please see the section above titled “Do you have a claim to file in Conciliation Court” to read about Conciliation Court dollar limits.
Marka xigta, qor qiimaha gurigaaga. Fadlan eeg qeybta kore ee ah “Ma haysataa dacwo aad ku xareysaneyso Maxkamadda Heshiisiinta” si aad u soo akhrisato lacagta u xadeysan Maxkamadda Heshiisiinta.
- On the next line, you will need to figure out the filing fees (and allowable costs, if any).
Leynka hoose, waa in aad ku garato lacagta xareynta waraaqaha (iyo kharashka la oggol yahay, haddii ay jiraan).

Conciliation Court filing fee: You will need the Conciliation Court filing fee for the county you listed in the caption. You can look online for the [Minnesota Judicial Branch - Court Fees \(mncourts.gov\)](https://mncourts.gov/Help-Topics/Court-Fees.aspx) (mncourts.gov/Help-Topics/Court-Fees.aspx), or you can ask Court Administration.

Lacagta lagu xareeyo waraaqaha Maxkamadda Heshiisiinta: Waa in aad haysato lacagta xareynta ee Maxkamadda Heshiisiinta ee deegaanka aad kor ku qortay. Waxaad ka baaran kartaa intarnetka [Waxda Garsoorka Minnesota - Khidmadaha Maxkamadda \(mncourts.gov\)](https://mncourts.gov/Help-Topics/Court-Fees.aspx) (mncourts.gov/Help-Topics/Court-Fees.aspx), ama waxaad weydiin kartaa Maamulka Maxkamadda.

Costs: Sometimes there are additional costs. For example, if you file electronically, there is a cost of \$5.00 to do so, if fees are not waived. If you are not sure if you have costs that are allowed to be included, please [talk to an attorney for legal advice](https://mncourts.gov/Help-Topics/Find-a-Lawyer.aspx) (mncourts.gov/Help-Topics/Find-a-Lawyer.aspx).

Kharashaad: Mararka qarkood waxaa jira kharashaad dheeraad ah. Tusaale ahaan, haddii aad intarnetka ku soo xareysati, waxa jira kharash dhan \$5.00 si aad habkaas u raacdo, haddii aan kharashka lagaa cafin. Haddii aadan hubin in aad haysato kharashaadka lagaa rabo, fadlan kala hadal qareen si aad uga hesho talo sharciga waafaqsan [\(mncourts.gov/Help-Topics/Find-a-Lawyer.aspx\)](https://mncourts.gov/Help-Topics/Find-a-Lawyer.aspx).

- Add the value of your property to the filing fee and costs. This is the total amount of your claim (the amount you are asking Defendant to pay you if Defendant does not return your property).

Qiiimaha hantidaada ku soo dar khidmadda xareynta iyo kharashaadka. Waa intaas lacagta guud ee dacwadaada (lacagtaad Eedeysanaha ka rabto inuu ku siiyo haddii aadan Eedeysanaha ka helin guriga).

Statement about Appearing at the Hearing

Hadalkaaga dacwada ee Soo-xaadiridda Dacwad-dhegysiga

4. This is your statement to the Court and to the other party about appearing at the Conciliation Court hearing. If you do not attend the hearing, your case can be dismissed, and you may have to pay money to Defendant if a counterclaim has been filed. Qoraalkan waa kan aad u gudbineyso Maxkamadda iyo dhinaca kale ee soo-xaadiraya dacwad-dhegysiga Maxkamadda Heshiisiinta. Haddii aad imaan weydo dacwad-dhegysiga, kiiskaaga waa la tuurayaa, oo waa inaad bixiso wixii uu Eedeysanuhu kugu sheegto.

Step 2/Tallaabada 2-aad
Sign the *Plaintiff's Statement of Claim* (CCT102)
Saxiix *Dacwada Qoran ee Eedeeyaha* (CCT102)

Signature Block/Meelaha Saxiixa

Sign the *Plaintiff's Statement of Claim* form (CCT102). Then fill in your name, address, date of birth, email address, and phone number under the signature line. You will also need to include the county and state you were in when you signed the form.

Saxiix foomka *Dacwada Qoran ee Eedeeyaha* (CCT102). Kadibna ku buuxi magacaaga, cinwaankaaga, taariikhda dhalashada, cinwaanka boostada internetks (email), iyo leynka hoostiisa lambarka taleefankaaga. Ku qor deegaanka iyo gobolka aad joogtay markaad waraaqda saxiixaysay.

When you sign the *Plaintiff's Statement of Claim*, you are signing under **penalty of perjury**. This means you are saying that everything in the form is true and correct; if you know something in the form is not true when you sign it, you could be found guilty of the crime of perjury (see Minn. Stat. § 609.48, <https://www.revisor.mn.gov/statutes/cite/609.48>).

Markaad saxiixdo *Dacwada Qoran ee Eedeeyaha*, waxaad ku saxiixaysa waa **ciqaabta dhaarta beenta ah**. Taas macnaheedu waa in aad sheegayso in wax kasta oo foomka ku jira ay yihiin run iyo sax; haddii aad ogtahay wax foomkan ku qoran oo aan run ahayn markaad saxiixdo, waxaa ku qabanaya faldanbiyeed ah sharciga dhaarta beenta ah (eeg sharciga Minn. Stat. § 609.48, <https://www.revisor.mn.gov/statutes/cite/609.48>).

Are you representing a business?/Meherad miyaad mataleysaa?

If yes, then be sure to include the *Power of Attorney for Conciliation Court* (CCT701) to your *Plaintiff's Statement of Claim* (CCT102).

Haddii aad haa tiri, markaas hubso in aad soo raaciso *Caddeynta Wakiilka Qof u jooga Maxkamadda Heshiisiinta* (CCT701) oo soo raaci *Dacwada Qoran ee Eedeeyaha* (CCT102).

The *Power of Attorney for Conciliation Court* is a form that an officer of the business entity (corporation, partnership, sole proprietorship, association) signs to give you authority to act on behalf of the business in Conciliation Court.

Caddeynta Wakiilka Qof u jooga Maxkamadda Heshiisiinta waa foom ay shaqaalaha meheradda (shirkad weyn, iskaashi, keli-shaqeyste, iskaashato) ayaa saxiixaya si uu qof ugu aqballo in uu ku hadlo magaca meheradda marka la joogo Maxkamadda Heshiisiinta.

Is there more than one plaintiff?/Miyey jiraan eedeeyeyaal ka badan hal?

If yes, then you are Plaintiff #1. The next plaintiff is Plaintiff #2, and so on. If you have more than two plaintiffs (or more than two defendants), you will need to fill out CCT702, the *Additional Litigants Form*. If you have more than four plaintiffs or more than four defendants, please check with Court Administration.

Haddii aad haa tiri, markaas adigu waxaad noqoneysaa Eedeeye # 1. Qofka kugu xigana Eedeeyaha # 2, iyo qofka ku sii xiga. Haddii ay jiraan Eedeeyeyaal ka badan laba (ama in ka badan laba Eedeysane), waa in aad adigu soo buuxiso CCT702, *Foomka Eedeeyeyaasha Dheeraadka ah*. Haddii ay jiraan Eedeeyeyaal ka badan afar ama in ka badan afar Eedeysane, fadlan ka hubso Maamulka Maxkamadda.

IMPORTANT! Each plaintiff must sign the *Plaintiff's Statement of Claim*.

MUHIIM Eedeeye kasta waa inuu saxiixo *Dacwada Qoran ee Eedeeyaha*.

Step 3/Tallaabada 3aad

File Original Forms with Court Administration and Pay Filing Fee

Soo-gudbinta Foomamka Asalka ah ee Maamulka Maxkamadda iyo Bixinta Lacagta Xareynta

You will need to file the original *Plaintiff's Statement of Claim* (CCT102) with Court Administration. You may also need to file the *Additional Litigants Form* (CCT702) and the *Power of Attorney for Conciliation Court* (CCT701), depending on your situation.

Waa inaad feylka asalka ah *Dacwada Qoran ee Eedeeyaha* (CCT102) u soo gudbiso Maamulka Maxkamadda. Waxa kale oo lagaa rabaa *Foomka Eedeeyeyaasha Dheeraadka ah* (CCT702) iyo *Caddeynta Wakiilka ee Maxkamadda Heshiisiinta* (CCT701), iyadoo ku xiran xaalkaaga.

When you file the original forms with Court Administration, there will be a filing fee of at least \$65 (in some counties, there is an additional amount for the law library fee). You can find the filing fees for your county online starting at

Markaad Maamulka Maxkamadda u soo dirto foomamka asalka ah, waxaa la socda lacagta xareynta \$65 (deegaanka qaarkood, waxaa jiri kara lacag dheeraada oo ah kharashka maktabadda sharciga). Waxaad lacagta xareynta ee deegaan kasta ka heleysaa intarnetka

If you are a person (not a business), and you cannot afford to pay the filing fee, please fill out the *Affidavit of Inability to Pay Conciliation Court Fee* (CCT104), and file it when you file the other Conciliation Court papers. CCT104 is available online at

<https://mncourts.gov/GetForms.aspx?c=10&f=173>.

Haddii aad tahay shakhsi (aan meherad u hadleyn) oo aadan awoodin inaad iska bixiso lacagta xareynta, fadlan soo buuxi *Markhaatikaca Inaadan Awoodin Bixinta Lacagta Maxkamadda Heshiisiinta* (CCT104) oo soo gudbi markaad soo gudbineyso waraaqaha Maxkamadda Heshiisiinta. CCT104 waxaa laga heli karaa intarnetka <https://mncourts.gov/GetForms.aspx?c=10&f=173>.

How to File/Sida loo soo Xareysto

You can file the forms with the court in the following ways:

Waxaa foomamka maxkamadda ugu soo gudbin kartaa siyaabaha soo socda:

- In person at the courthouse;
In aad toos u keento maxkamadda;
- By mail; or
In aad boostada ku soo dirto; ama

- Electronically through the eFS System (NOTE: once a party files electronically, they are required to use the eFS System throughout the entire case; this means they cannot go back to paper filing in that case). For more information about electronic filing and the eFS System, see <https://mncourts.gov/efile>.

In aad internetka ugu soo dirto habka eFS System (OGOW: haddii qof uu internetka ku soo diro foomamka, waxaa khasab ku ah in uu isticmaalo habka eFS mar kasta inta uu kiiska socdo; taas macnaheedu waa in uusan dib ugu noqon waraaq inuu isticmaalo). Wixii macluumaad dheeraad ah oo ku saabsan foomamka internetka iyo habka eFS, ka eego <https://mncourts.gov/efile>.

Step 4/Tallaabada 4aad
Serve Each Defendant (if required)/Gudbinta Waraaqaha ee Eedeysanaha (haddii loo baahdo)

Court Administration will create a *Summons* with a court date for the hearing. Depending on the amount of your claim, and where Defendant is located, Court Administration may serve the *Plaintiff's Statement of Claim* and *Summons* OR send you instructions for service.

Maamulka Maxkamadda ayaa diyaarinaya *Waraaqaha Imaanshaha* oo ay ku qoran tahay taariikhda dacwad-dhageysiga. Waxay ku xiran tahay dacwada, iyo meesh uu Eedeysanuhu joogo, Maamulka Maxkamadda ayaa u gudbinaya *Dacwada Qoran ee Eedeeyaha* iyo *Waraaqaha Maxkamadda* AMA u diraya waxa laga rabo.

Rule 508(d) of the Minnesota General Rules of Practice
Sharciga 508(d) ee Sharciyada Sameynta Hawsha Guud ee Minnesota

[Rule 508\(d\)](https://revisor.mn.gov/court_rules/rule/gp-508) (revisor.mn.gov/court_rules/rule/gp-508) describes how each defendant should be served.

[Sharciga 508\(d\)](https://revisor.mn.gov/court_rules/rule/gp-508) (revisor.mn.gov/court_rules/rule/gp-508) wuxuu sharxayaa sida eedeysane kasta waraaqaha loogu gudbinayo.

If Defendant's address is within the county you're filing in, and if your claim is less than \$2,500:

Haddii uu cinwaanka Eedeysanaha uu ku yaallo deegaanka dacwada laga xareynayo, iyo haddii ay dacwadu ka yar tahay \$2,500:

Court Administration will try to serve Defendant.
 Maamulka Maxkamadda ayaa u direysa Eedeysanaha.

If your claim is for more than \$2,500:
Haddii dacwadu ka badan tahay \$2,500:

You must serve Defendant by certified mail, and you must file proof of service with Court Administration within 60 days of when the *Summons* was issued.

Waa in uu eedeeyuhu ugu gudbiyo waraaq xaqiijin leh Eedesanaha, oo waa in uu Maamulka Maxkamadda u soo diro caddeynta sheegeysa in lagu geeyey waraaqda muddo ku siman 60 maalmood markii la gudbiyey *Waraaqaha La isugu yeerayo* maxkamadda.

- Fill out the *Conciliation Court Affidavit of Service* (CCT103) after serving Defendant to prove service. CCT103 is available online at <https://mncourts.gov/GetForms.aspx?c=10&f=172>.

Soo buuxi *Markhaatikicidda Gudbinta Waraaqaha ee Maxkamadda Heshiisiinta* (CCT103) ka dib markaad Eedeysanaha u gudbiyo si aad u keento xaqiijinta gudbinta. CCT103 waxaa laga heli karaa <https://mncourts.gov/GetForms.aspx?c=10&f=172>

If Defendant does not live in Minnesota:

Haddii uusan Eedaysanuhu ku nooleyn Minnesota:

You will be required to serve that defendant.

Waxaa lagaa doonayaa inaad waraaqaha u gudbiso eedaysanaha.

Please check with Court Administration if you have any questions about serving a defendant in Conciliation Court.

Fadlan ka hubi Maamulka Maxkamadda haddii aad wax su'aalo ah ka qabto gudbinta waraaqaha ee eedaysanaha imaanaya Maxkamadda Heshiisiinta.

Step 5/Tallaabada 5-aad

Prepare for your Hearing, then Appear at the Hearing

Isu diyaari Dacwad-dhageysiga, ka dibna Aad Dacwad-dhageysiga

Conciliation Court hearings are informal, but you must be prepared to present your case.

Dacwad-dhageysiga Maxkamadda Heshiisiinta ma aha wax adag, laakiin waa in la isu diyaariyo in lagu soo bandhigo kiiska.

If a witness does not want to appear, you can ask Court Administration for a **subpoena** to order them to appear. There is a fee for each subpoena.

Haddii uusan qof markhaati ah rabin in uu yimaado, waxaad Maamulka Maxkamadda ka codsan kartaa dirista **waraaqda amarka ah** si uu qofku u yimaado. Lacag ayaa la iska rabaa waraaqa kasta oo ah amarka la isugu yeerayo maxkamadda.

Written statements and affidavits of people who do not appear in court have very little value, and the judicial officer may not accept them as evidence.

Hadaf qoran iyo markhaatikicidda dadka aan imaan maxkamadda macno badan ma sameeyaan, oo garsooraha ayaa diidi kara in ay cadeeyn noqon karaan.

You should also **bring all other relevant evidence** to court such as receipts, repair bills, estimates, and other items to help prove your claim. If a defendant or some other person has documents relating to your claim that they will not give to you, you can get a subpoena from Court Administration to require the person to give you the documents.

Waxa kale oo khasab ah **in aad keento caddeymaha oo dhan** maxkamadda sida, waraaqaha caddeynta lacagaha, kharashka sameynta, qiyaasaha sameyska, iyo wixii caawin kara dacwada.

Haddii uu eedeysanaha ama qof kale hayo waraaqo la xiriira dacwada oo uu ku siin waayo, waxaad heli kartaa waraaq ah amar maxkamadeed oo Maamulka Maxkamadda looga codsanayo in uu ku siiyo waraaqaha.

Before your hearing, **prepare a list of facts you want to present.** Organize your presentation as clearly and completely as possible so that you will not forget important facts and details.

Ka hor dacwad-dhageysigaaga, **diyaarso liiska xaqiiqaha aad rabto in aad soo bandhigto.** Intii macquul ah si fiican oo buuxda isugu soo habeeyso waxa aad soo bandhigeysa si aadan u kala hilmaamin xaqiiqooyinka muhiimka ah iyo faahfaahin kasta.

“How to Handle a Conciliation Court Hearing”

“Sida loo Wajaho Dacwad-dhageysiga Maxkamadda Heshiisiinta”

There is a 10-minute video on the Minnesota Judicial Branch website called “How to Handle a Conciliation Court Hearing.” You can watch that video to get tips on how to prepare for your Conciliation Court hearing. See

<https://www.mncourts.gov/documents/50/Public/videos/Conciliation%20Court%20Hearing/conciliationvideo.htm>.

Fiidiyow ah 10-daqqiqaadood ayaa ku jira barta internetka ee Qeybta Garsoorka ee Minnesota oo waxaa la yiraahdaa “Sida Dacwad-dhageysiga loogu soo Bandhigo Maxkamadda Heshiisiinta.”

Waxaad daawan kartaa fiidiyowgaas si aad u hesho talooyin ku saabsan sida loogu diyaargarobo dhageysiga Maxkamadda Heshiisiinta. Eeg

<https://www.mncourts.gov/documents/50/Public/videos/Conciliation%20Court%20Hearing/conciliationvideo.htm>.

What happens if you do not appear for the hearing?

Maxaa dhacaya haddii aad soo xaadiri weydo dacwad-dhageysiga?

All parties must appear at the hearing. If you do not appear at the hearing, the judicial officer may dismiss your claim or award a “default” judgment against you on any counterclaims.

Dhinacyada oo dhan waa khasab in ay soo xaadiraan dacwad-dhageysiga. Haddii aad soo xaadiri weydo dacwad-dhageysiga, xaakimka ayaa tuuri kara dacwada ama u xukminaya “dhinaca kale” ee kaa horjeeda.

Conciliation Court Help Topic

Mowduuca Caawimaadda Maxkamadda Heshiisiinta

For more information about Conciliation Court, please look at the “Conciliation Court” Help Topic online at <https://mncourts.gov/Help-Topics/Conciliation-Court.aspx>.

Wixii macluumaad dheeraad ah oo ku saabsan Maxkamadda Heshiisiinta, fadlan ka eego internetka “Maxkamadda Heshiisiinta” Mowduuca Caawimaadda <https://mncourts.gov/Help-Topics/Conciliation-Court.aspx>.