

INSTRUCTIONS

FAMILY COURT MATTER

Stipulation and Order to Change Venue

Important Notices and Resources

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.

NOTE: These forms can only be used when you and the other party **agree** to ask the court to move the case to another county in Minnesota. **DO NOT** use these forms to move the case to another state. If you file this *Stipulation and Order*, you are asking the current county to move the entire family file to the new county. If the court approves your agreement, all hearings will be held in the new county. Seek legal advice if you are not sure about how to move forward.

Have questions about court forms or instructions?

- Call the 10th Judicial District Self-Help Center at (763) 760-6699

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

- Talk with a lawyer
- Visit www.MNCourts.gov/Find-a-Lawyer.aspx

Forms You May Need

- *Stipulation and Order to Change Venue* (10FA-102)
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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.

STEP 1:

Fill Out Stipulation and Order to Change Venue (10FA-102)

NOTE: DO NOT fill out this instruction guide. Fill out the separate forms attached.

If the judge is unable to read your handwriting, the court is likely to reject your documents and you will have to start over.

THE CAPTION

The top part of the first page is where you will find the case caption. It looks like this:

State of Minnesota		District Court	
County of: _____		Court File Number: _____	
Judicial District: _____		Case Type: _____	
In Re the Matter of:			

Petitioner			
AND			

Respondent			

The information you fill out on the caption must match the information from your existing family case. If you do not have any documents from your court file, and if you do not know the information, you will need to look up the information in your court file.

- You can view some case records online at www.mncourts.gov/publicaccess.
- If you cannot view your case online, you may need to go to the courthouse in the county where your case is located to view your court file.

At the top of the page, write in the following information:

- The **county** where the case is located;
- The “Tenth” **Judicial District**;
- Your **court file number** (this usually starts with a two-digit number, followed by letters and numbers. For example, 89-FA-18-231); and
- The **case type**. (For example, Custody, Dissolution with Children, Third Party Custody, or Paternity)
- Party Names. Write the name of Petitioner and Respondent as listed on your most current order or decree.

THE STIPULATION

The **stipulation** is your agreement with the other party and tells the court you want to move the venue of your family case.

NOTE: The instructions that follow are numbered the same as the questions on the *Stipulation and Order to Change Venue* form.

1. **Current County.** Write the name of the county the family case is currently in.
2. **Petitioner’s Residence.** Write the county and state Petitioner currently lives in and for how long. Check the box for months or years.
3. **Respondent’s Residence.** Write the county and state Respondent currently lives in and for how long. Check the box for months or years.
4. **Children’s Residence.** Write the county and state the children currently live in and for how long. Check the box for months or years. Write the county where information about the children can be found in (where they live).
5. **Court Case Information.** Write the name of the county the family case is currently in. Write the court file number of the case. Write the county you want the case to be moved to.

THE SIGNATURE BLOCK

When the parties sign the *Stipulation and Order*, you are signing under penalty of perjury. Perjury is the crime of intentionally lying or misrepresenting the truth. By signing under penalty of perjury, you are stating that the information in your *Stipulation and Order* is true.

Sign and date the *Stipulation and Order*. Write the names of the county and state you were in when you signed it. Print your personal contact information below your signature.

IT IS ORDERED

You do not need to write anything under the “IT IS ORDERED” portion of the form. This is for the judge to complete and sign.

Step 2:

Make Copies and File with Court Administration

You will need to file the following form with Court Administration:

- *Stipulation and Order to Change Venue* (10GC-102)

Make one copy for yourself and one copy for the other party.

Step 3:

Wait for Court Administration to Contact You

After the judge reviews your agreement, the judge may sign the *Stipulation and Order to Change Venue*, ask for additional information, or may set the matter on for a hearing. Court staff will contact you by mail or phone. If a hearing is scheduled, the parties must attend the hearing.

County of: _____	Court File Number: _____
Judicial District: _____	Case Type: _____

In Re the Matter of:

Petitioner

AND

Respondent

Stipulation and Order to Change Venue

The above named Petitioner and Respondent agree as follows:

1. The parties' court case was filed in _____ County, Minnesota.
2. Petitioner has lived in _____ County in the State of _____ for _____ months years.
3. Respondent has lived in _____ County in the State of _____ for _____ months years.
4. The children have lived in _____ County, Minnesota for _____ months years. Information about the children's best interest is in _____ County, Minnesota.
5. Given the location of the parties' homes and the length of time the parties have lived in a county other than _____ County, it is appropriate for the venue of Court File No. _____ to be transferred to _____ County, Minnesota.

I declare under penalty of perjury that everything I have stated in this document is true and correct. Minn. Stat. § 358.116.

Signature of Petitioner

Date: _____

County and State where signed

Name of Petitioner

Address

City, State, Zip Code

Telephone

Email

Signature of Respondent

Date: _____

County and State where signed

Name of Respondent

Address

City, State, Zip Code

Telephone

Email

IT IS ORDERED

Pursuant to Minn. Stat. §§ 518.09 and/or 542.11 and upon the parties' agreement, venue for _____ County, Court File No. _____ is hereby transferred to _____ County, Minnesota. All future motions shall be filed and heard in _____ County, Minnesota.

BY THE COURT

Judge of District Court Dated