

CONCILIATION COURT

A User's Guide to Small Claims Court



From the Office of the
Minnesota Attorney General
helping people afford their lives and live with dignity, safety and respect

www.ag.state.mn.us

This brochure is intended to provide general information about the conciliation court process. The information is not intended as legal advice, but as a guide to the legal process.

Conciliation Court: A User's Guide to Small Claims Court is written and published by the Minnesota Attorney General's Office.

This document is available in alternative formats to individuals with disabilities by calling (651) 296-3353 (Twin Cities Calling Area), (800) 657-3787 (Outside the Twin Cities), or through the Minnesota Relay Service at (800) 627-3529.

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Introduction ---

What Is Conciliation Court?

Conciliation court is often called “people’s court” or “small claims court” because its basic purpose is to help people resolve disputes over relatively small sums of money without having to hire a lawyer or go through long and complex litigation. Conciliation court allows you to bring your legal disputes to a court without the hassles of confusing legal procedures and high costs. Conciliation court rules are generally simple and informal, and the cost of filing a lawsuit in conciliation court is low.

Who May Use Conciliation Court?

Any person (18 years or older), company, government agency, or organization may sue or be sued in conciliation court. A person under 18 may sue, or be sued, but they must be represented in court by a parent or guardian.

How Much Money Can You Recover?

The maximum amount you may recover through conciliation court is \$20,000. (The maximum for consumer credit transactions is \$4,000.)

You cannot file a claim in conciliation court that exceeds the monetary limit set by law. If you reduce your claim to the limit of conciliation court, you cannot claim more later. This rule may apply to any other claims related to the same incident. Obtaining a judgment in conciliation court may prevent you from bringing any other claims based on the same transaction or occurrence.

Do You Need an Attorney?

No. Court procedures are simplified to allow you to represent yourself. You may have an attorney only if the judge lets you. Also, the judge can decide how the attorney participates.

Are There Any Drawbacks to Conciliation Court?

Conciliation court doesn’t offer the best course of action in every situation. Generally, you may sue only for money. Disputes involving an amount of money greater than the maximum set by law cannot be determined in conciliation court. Lost or destroyed property or merchandise usually cannot be recovered. For example, if a dry cleaner loses your jacket, a conciliation court might order the dry cleaner to pay you money for your loss rather than order the cleaner to replace the jacket. In addition, conciliation court usually cannot be used to force delivery or completion (such as redoing a repair job or delivering merchandise). This kind of problem must usually be translated into financial terms, such as how much it will cost to have someone else make the repair.

Be Aware of These Facts:

- You must be prepared to appear in conciliation court on the date your case is scheduled for a hearing.
- Expenses such as time lost from work are usually not recoverable.
- In Minnesota, the largest amount for which you can sue in conciliation court is set by law. The judge cannot award more than this amount.
- If you win your case, the defendant usually will not have to pay more than the amount the court awards you. Don't expect the defendant to be sent to jail or required to pay an extra fine.
- Delays occur frequently for various reasons.
- Conciliation court may not be very effective in resolving disputes with companies that don't have property located in the county or with people who live outside the court's jurisdiction. It is especially difficult if the company or person is located in another state.

In some situations, it may be quicker, more effective, and less troublesome to hire an attorney.

What Types of Complaints Do Conciliation Courts Handle?

In general, the types of cases handled include breach of contract, property damage, money disputes arising out of a tenant/landlord relationship, personal injury (actual medical bills only), losses due to bad checks, or nonpayment for goods or services.

Generally, you can file a complaint in conciliation court when you can show that a person or business owes you money but won't pay you.

Conciliation court may be used when:

- You believe someone owes you money;
- That person or business refuses to pay;
- The amount owed is less than the maximum amount allowed in conciliation court; and
- You believe the person or company you are suing will be able to pay you (because it will cost you some money to file your case).

Examples of situations in which you might consider using conciliation court include:

- You sold someone a snowmobile, that person has not paid you, and you want your money.
- You performed work for someone, but the person refuses to pay you.
- Your former landlord won't refund your security deposit, even though you did not damage the rental property and do not owe back rent.
- A repair shop does defective work on your car and won't correct it or reimburse you.
- Your neighbor backs his motorcycle into your car and refuses to pay the repair bill.
- A dry cleaner loses your new jacket and offers you only a fraction of its worth.

If you are uncertain about whether you can bring your claim, talk to your county's conciliation court administrator. The court administrator will tell you if your claim can be heard there.

Filing a Claim

Where May Claims Be Filed?

You must file your conciliation court claim in the right county. This is the county where the person against whom you are making a claim (the defendant) lives. If the defendant is a business, you should sue in the county where the business or branch office is located. There are some exceptions to this. You may want to call the conciliation court in your county for more information about those exceptions.

If you are seeking recovery for a dishonored check, or are making a claim for a security deposit on rental property, then you should file your claim in the county where the check was issued or where the rental property is located.

How Do You File a Claim?

As the plaintiff, you begin the process by contacting the court administrator's office in the county where you are filing the claim. (The phone numbers of the conciliation courts in several Minnesota counties are located on page 13 of this brochure, and are available on the Minnesota Judicial Branch website.) You will be charged a filing fee and law library fee. The total fees vary by county, but are generally between \$70 and \$80.

Completing the Complaint Form

You will be required to fill out a uniform conciliation court form. If you ask, a person from the court administrator's office will help you complete the form. See pages 15-17 of this book for a sample *Statement of Claims and Summons* form. Forms are also available online at www.mncourts.gov/forms.

In addition to putting your name and address on the form, you must provide the following information:

- The name (no abbreviations or nicknames) and address of the defendant. (Use the home address if the defendant is an individual.) If this information is incorrect or incomplete, your case may be dismissed. To learn the proper name and address of a company registered to do business in Minnesota, contact the Secretary of State by mail at Retirement Systems of Minnesota Building, 60 Empire Drive, Suite 100, St. Paul, MN 55103, or by phone at (651) 296-2803 or (877) 600-8683. Information is also available on its website: www.sos.state.mn.us.
- The amount of your claim and a reason (one or two paragraphs) for requesting it. Include specific dates, times, and places. You must verify the claim by signing the form under penalty of perjury. You must also pay the court fees. If you win your case, the court may order the defendant to pay you for the fees.

Notification of the Hearing Date

It is possible that two to six weeks may pass between the time you file your claim and the day you have your hearing. Generally, the court administrator's office will mail, by first class mail, notices to you and the defendant indicating the date and time for the hearing. If the claim exceeds \$2,500, however, then the plaintiff must serve the summons upon the defendant themselves via certified mail. Service by certified mail must be proven by filing an affidavit of service with court. A sample *Affidavit of Service* form can be found on pages 18 and 19 of this brochure.

Some defendants may agree to settle after receiving notice of the hearing. It is your responsibility to tell the court administrator in writing if you and the defendant settle your case. Do this by signing and returning to the court your copy of the hearing notice

The Defendant May File a Counterclaim

If you are the party being sued (the defendant) in the case, and you have a claim against the party suing you (the plaintiff), you may be able to file a counterclaim. The procedure is similar to that for filing a claim, but it must be filed at least seven business days prior to the court date (weekends and legal holidays are not included).

The court will notify the plaintiff that a counterclaim has been filed. The counterclaim will be heard by the court at the same time the original claim is scheduled to be heard.

The claim will be transferred to district court if the counterclaim is above the legal limit for conciliation court (\$20,000). If the defendant fails to file the counterclaim in district court after giving notice of intent to do so, the plaintiff may have the claim reinstated in conciliation court. The plaintiff may do this any time after 30 days and before three years by filing an affidavit with the court administrator. The affidavit must say that the defendant has not served you with a summons to district court.

Settlement Prior to the Hearing

If the parties agree on a settlement prior to the hearing, each party who has made a claim or counterclaim must promptly tell the court in writing that the claim or counterclaim has been settled and that the case may be dismissed.

The Hearing

What if You Can't Appear on the Court Date?

If you are the defendant in a case, or if you are the plaintiff and the defendant has filed a counterclaim, it is absolutely essential that you appear in court to tell your side of the story. Failure to do so will probably result in a judgment against you.

If, for some reason, you will not be able to appear in court on the scheduled hearing date, notify the court administrator immediately and request that the date and/or time be changed. If you have a good reason, a continuance may be granted and the hearing will be rescheduled for a later date. The request for a continuance must be made in writing at least five business days prior to the hearing date. You may be ordered by the court to pay additional costs. Court administrators can only give one continuance to you.

If you miss the court hearing, you may be sent a notice that a default judgment will be entered against you if you do not reopen the case before the judgment becomes final.

How Do You Prepare for the Hearing?

Although conciliation court hearings are informal, you should be prepared to present your case. Before you go to court:

- Organize your presentation to make it as clear and complete as possible. Remember, your testimony may be the most important information you have.
- Prepare a list of facts you wish to present.
- Make a detailed chronological history of the problem.
- Contact people who have witnessed important aspects of the problem, and ask them to be present at the hearing and ready to testify under oath. (If a witness is unwilling to appear, you may subpoena the witness. You can get a subpoena from the court administrator by paying a fee for each person you would like subpoenaed. It is your responsibility to see that the subpoena is delivered to the witness by someone other than yourself. Subpoenas may not be delivered on a Sunday or a legal holiday. Further, you may have to pay a basic fee plus round trip mileage to the courthouse to any witness you subpoena.)
- Understand that written statements and affidavits of persons not present in court have very little value.
- You can also subpoena documents relating to your claim if the defendant or some other person has them but will not give them to you.

What Should You Bring to the Hearing?

Bring all evidence (and witnesses) necessary to prove your case.

Be prepared to show the judge:

- Contracts or agreements you made with the defendant. (Example: If your claim is against a landlord for recovery of a security deposit, bring the lease.)
- Letters you and the defendant have exchanged relating to the problem. (Example: If you wrote to the defendant asking for the money, or if the defendant wrote to you admitting the debt, bring these letters.)
- Bills, canceled checks, warranties, receipts, or written estimates having to do with your claim. (Example: If you are claiming your television set is defective beyond repair, bring original receipts, a copy of the warranty, and estimates from repair shops.)
- Photographs of the damaged property. (Example: If your car was damaged by the defendant, bring photos that show the extent of the damage.)

What Happens at the Hearing?

You and the defendant will appear before a judge (or in some counties, a referee). The judge may encourage you to settle the case. The judge will first ask you, the plaintiff, to state your case. Tell your story calmly, clearly, and concisely. Use the notes you've prepared ahead of time to make sure you have all of your main points. Be sure to

explain how you arrived at the specific damage figure you are claiming and show the judge evidence that supports your claim, such as bills, receipts, estimates, contracts, photos, etc.

When it is the defendant's turn, do not become angry or interrupt. Be courteous at all times. If you disagree with something the defendant says, ask the judge if you may respond to the defendant's statement. The judge may ask questions of you, the defendant, or witnesses who are present.

If you have never been to conciliation court, you may want to attend another hearing ahead of time to see what happens. Conciliation court hearings are open to the public. Your visit should help you know what to expect and how to prepare your own case.

What if You Don't Appear for the Hearing?

All parties should appear! If you appear and the defendant does not, the judge may enter a default judgment for you. It means that you have won (the "judgment" is in your favor) by default. If you do not appear for the hearing, the court may dismiss your claim or award a default judgment against you. This may happen even if you originally brought the claim.

The Judgment

When Will You Hear the Court's Decision?

The court may help you and the defendant reach an agreement at the hearing. If not, the court will decide the case and you will be notified by mail of the decision. (The court usually does not rule on claims at the time of the hearing.) The judgment will not become effective until 21 days after the notice is mailed. The court administrator will tell you the date in this notice. This 21-day period is called the "stay period," and it allows you and the other party time to file an appeal or make a motion to vacate the judgment.

What if You Lose?

If either the plaintiff or the defendant is dissatisfied with the judge's decision, the 21-day stay period allows the unhappy party to appeal or bring a motion to vacate the judgment. This is discussed further on page 11 in the section titled "Removing the Case." The court may also vacate the judgment and order a new hearing if a party that did not appear had a good reason for not appearing. Before it grants a new hearing, the court may require the party who did not appear to pay costs to the other party.

Application for "vacation of judgment" generally must be made within the 21-day stay period. You must show:

- You were not given proper notice of the hearing;
- You were mistaken about the date or time of the hearing; or
- You missed the hearing for some other valid reason.

The court will only vacate the judgment and reopen the case if it decides that your absence was unavoidable and unintentional. You will be notified by mail of the new trial date.

How Do You Pay the Judgment?

If you are within the metropolitan counties, make payment directly to the conciliation court by the date the judgment becomes final. The court records will then reflect that payment was made. For Greater Minnesota areas, check with the court administrator for payment guidelines.

How Do You Collect Your Money if You Win?

The conciliation court cannot and will not collect the judgment for you. It may be necessary for you to take additional steps to enforce the judgment. Remember, you may not try to collect the judgment until 21 days after the notice of judgment is postmarked.

In the collection process, you are the judgment creditor or collector. The person you are trying to collect from is called the debtor, or judgment debtor. The following procedural steps can be taken when a debtor refuses to pay and the location of collectible assets is known. The costs associated with these procedures can be added to our judgment.

Garnishing Money from A Debtor's Paycheck

1. Have the conciliation court judgment transcribed to the district court. Your district court administrator can help you with this.
2. File an *Affidavit of Identification* form with the court administrator. This also creates a lien against real estate the debtor owns in the county. If they want to sell any of that property, you might have to be paid first. It also affects the debtor's credit rating.
3. If you do not know where the debtor works, you can ask the court administrator (or your attorney, if you have one) to send the debtor a form called a *Demand for Disclosure*. This form is a court order that requires the debtor to fill out and return another form called the *Financial Disclosure Form*. This second form requires debtors to disclose their employer and the location of all their assets. If the debtor fails to respond, ask the court to issue an Order to Show Cause. This requires the debtor to appear in court and explain why the Demand for Disclosure was disobeyed.
4. When you know where the debtor works, you must next serve the debtor with forms called an *Exemption Notice and Notice of Intent to Garnish Earnings*. This notifies the debtor that you plan to garnish their wages and allows them 10 days to notify you if they are exempt from garnishment. Some people are exempt from garnishment—for example, people who receive need-based public assistance are exempt—and this form allows debtors to notify you of any exemptions.
5. If 10 days pass and the debtor has not claimed to be exempt from garnishment, you may serve the debtor and their employer with a *Garnishment Summons*, which will require the debtor's employer to begin setting aside a portion of the debtor's paycheck—generally up to 25% of their wages. In most cases, the debtor's employer must continue setting aside money for 180 days.

6. Once enough money has been set aside from the debtor's paychecks that you would like to collect the money, you must obtain an order from the court administrator called a *Writ of Execution*. This Writ allows you to actually take possession of the money set aside by the debtor's employer. Once you obtain this Writ, you must give the Writ to the debtor and their employer to obtain the funds.

Levying Money from A Debtor's Bank Account

1. Have the conciliation court judgment transcribed to the district court. Your district court administrator can help you with this.
2. File an *Affidavit of Identification* form with the court administrator. This also creates a lien against real estate the debtor owns in the county. If they want to sell any of that property, you might have to be paid first. It also affects the debtor's credit rating.
3. If you do not know where the debtor works, you can ask the court administrator (or your attorney, if you have one) to send the debtor a form called a *Demand for Disclosure*. This form is a court order that requires the debtor to fill out and return another form called the *Financial Disclosure Form*. This second form requires debtors to disclose their employer and the location of all their assets. If the debtor fails to respond, ask the court to issue an Order to Show Cause. This requires the debtor to appear in court and explain why the Demand for Disclosure was disobeyed.
4. When you know where the debtor banks, you may serve the debtor's bank a form called a *Garnishment Summons*, which will require the debtor's bank to freeze money in the debtor's bank account. You must also send the debtor and their bank an *Exemption Form* with the Garnishment Summons. Some types of money and debtors are exempt from judgment collection—for example, Social Security income and people who receive need-based public assistance are exempt from collection—and this form allows debtors to protect exempt money in their bank account.
5. Once the debtor's bank account is frozen, and once you have confirmed that the money in the debtor's bank account is not exempt from collection, you must obtain an order from the court administrator called a *Writ of Execution*. This Writ allows you to actually take possession of the money frozen by the debtor's bank. Once you obtain this Writ, you must give the Writ to the debtor and their bank to obtain the frozen funds.

Collecting A Debtor's Personal Property or Real Estate

1. Have the conciliation court judgment transcribed to the district court. Your district court administrator can help you with this.
2. File an *Affidavit of Identification* form with the court administrator. This creates a lien against real estate the debtor owns in the county. If they want to sell any of that property, you might have to be paid first. It also affects the debtor's credit rating.

3. If you do not know where the debtor works, you can ask the court administrator (or your attorney, if you have one) to send the debtor a form called a *Demand for Disclosure*. This form is a court order that requires the debtor to fill out and return another form called the *Financial Disclosure Form*. This second form requires debtors to disclose their employer and the location of all their assets. If the debtor fails to respond, ask the court to issue an Order to Show Cause. This requires the debtor to appear in court and explain why the Demand for Disclosure was disobeyed.
4. If you intend to serve the debtor with a writ of execution to take possession of their property, for example a vehicle, snowmobile, or boat, you must first notify the debtor. (A writ of execution is an order that enforces the decision of the conciliation court.) Notification must take place at least 10 days before the execution may be served. The sheriff will not accept the first writ of execution without proof that you complied with the 10-day notice.
5. Request the court administrator issue a *Writ of Execution*.
6. If you know where the property you wish to seize is located, deliver the writ of execution to the sheriff's office with a specific list of property or bank accounts that belong to the debtor or the name of the debtor's employer. (Some assets are exempt from collection.) With sufficient information and the writ of execution, the sheriff can "levy" the debtor's property. This means the sheriff will actually take the items you have identified. However, the sheriff cannot break into the debtor's home to collect an item subject to levy. If the sheriff is unable to levy the assets within 180 days after the sheriff receives the writ, the writ will be returned to you "unsatisfied."

Despite all of these legal actions, there will still be some cases where the debtor is "judgment proof." The debtor may possess only minimum viable assets and may be unemployed with public assistance as the only source of income. In that case, there is little you can do. However, a conciliation court judgment is valid for 10 years. Over that time, a person's financial circumstances will often change.

Removing the Case

Can You Remove Your Case?

Your case may be removed to the district court for a new trial if you or the defendant are dissatisfied with the conciliation court judgment and all parties appeared at the conciliation court hearing. Default cases may not be removed. (This does not leave a defaulting party without recourse. See page 7 regarding vacation of judgment proceedings.)

Rules of civil procedure apply to cases removed to district court, where proceedings are more formal and more complex. Although it is not required, it is suggested that parties be represented by an attorney in district court. To remove, file and pay fees for the following within 20 days of the date the judgment was mailed:

1. Demand for removal;
2. Affidavit of good faith; and
3. Affidavit of service.

What Happens Upon a Removal?

Filing a removal means a completely new trial will take place. You may file a demand for a jury trial if you want the case to be heard before a jury. Both parties may have attorneys. Again, you should prepare to present your case, have your witnesses ready to testify, and have all of your other evidence available.

If you remove your case and do not win, you will have to pay the other party \$50 for costs. You will not have to pay the other party \$50 for costs if:

- You win your case in district court and get either 50 percent of what you asked for or more than \$500 in money or goods, whichever is less;
- You receive 50 percent more in district court than you got in conciliation court or at least \$500 in money or goods, whichever is less;
- The other party wins some amount in conciliation court but nothing in district court; or
- The other party has the amount recovered from you in conciliation court reduced by at least \$500 or 50 percent by the district court, whichever is less.

Resources

Conciliation Court Definitions

Continuance:

The postponement of a court trial or hearing to a later date.

Counterclaim:

A separate claim made against the plaintiff by the defendant.

Default:

Failure to appear in court.

Defendant:

The party who is being sued.

Demand for Removal:

A request to move a case from conciliation court to district court.

Judgment:

The final decision made by the court.

Judgment Creditor:

The party who wins the case and is owed money.

Judgment Debtor:

The party who loses the case and owes money to the other party.

Plaintiff:

The party who is suing; the party seeking damages.

Stay Period:

A halt in the proceedings during which no action can be taken.

Subpoena:

A court order requiring that a witness appear in court, or requiring that documents be brought to court.

Writ of Execution:

A court order authorizing a sheriff to seize property of the defendant.

Conciliation Court Listings

Aitkin	(218) 927-7350	Isanti	(763) 689-2292	Ramsey	(651) 266-8230
Anoka	(763) 760-6700	Itasca	(218) 327-2870	Red Lake	(218) 253-4281
Becker	(218) 846-7305	Jackson	(507) 847-4400	Redwood	(507) 637-4020
Beltrami	(218) 333-4120	Kanabec	(320) 679-6400	Renville	(320) 523-3680
Benton	(320) 968-5205	Kandiyohi	(320) 231-6206	Rice	(507) 332-6107
Big Stone	(320) 839-2536	Kittson	(218) 843-3632	Rock	(507) 353-7095
Blue Earth	(507) 304-4650	Koochiching	(218) 283-1160	Roseau	(218) 463-2541
Brown	(507) 233-6670	Lac qui Parle	(320) 295-4000	Scott	(952) 496-8200
Carlton	(218) 384-9578	Lake	(218) 834-8330	Sherburne	(763) 765-4600
Carver	(952) 361-1420	Lake of the Woods	(218) 634-1451	Sibley	(507) 237-4051
Cass	(218) 547-7200	Le Sueur	(507) 357-8260	St. Louis	
Chippewa	(320) 269-7774	Lincoln	(507) 694-1355	Duluth	(218) 726-2460
Chisago	(651) 213-8650	Lyon	(507) 537-6734	Hibbing	(218) 262-0105
Clay	(218) 299-5065	Mahnomen	(218) 935-2251	Virginia	(218) 749-7106
Clearwater	(218) 694-6177	Marshall	(218) 745-4921	Stearns	(320) 656-3620
Cook	(218) 387-3610	Martin	(507) 238-3205	Steele	(507) 444-7701
Cottonwood	(507) 831-4551	McLeod	(320) 864-1281	Stevens	(320) 208-6640
Crow Wing	(218) 824-1310	Meeker	(320) 693-5230	Swift	(320) 843-2744
Dakota		Mille Lacs	(320) 983-8313	Todd	(320) 732-7800
Apple Valley	(952) 891-7256	Morrison	(320) 632-0327	Traverse	(320) 422-7752
Hastings	(651) 438-8100	Mower	(507) 437-9465	Wabasha	(651) 565-3524
West St. Paul	(651) 554-6200	Murray	(507) 836-1125	Wadena	(218) 631-7633
Dodge	(507) 635-6260	Nicollet	(507) 934-7850	Waseca	(507) 835-0540
Douglas	(320) 762-3033	Nobles	(507) 295-5170	Washington	(651) 430-6268
Faribault	(507) 526-6273	Norman	(218) 784-5458	Watsonwan	(507) 375-1236
Fillmore	(507) 765-3356	Olmsted	(507) 206-2400	Wilkin	(218) 643-7172
Freeborn	(507) 377-5153	Otter Tail	(218) 998-8420	Winona	(507) 457-6385
Goodhue	(651) 267-4800	Pennington	(218) 683-7023	Wright	(763) 682-7539
Grant	(218) 685-8282	Pine	(320) 591-1500	Yellow Medicine	(320) 564-3325
Hennepin	(612) 348-2713	Pipestone	(507) 353-7080		
Houston	(507) 725-5806	Polk	(218) 281-2332		
Hubbard	(218) 732-5286	Pope	(320) 634-5222		

Sample Legal Forms

You can obtain legal forms for conciliation court by calling or visiting the courthouse where you intend to file your claim. Forms are also available online at www.mncourts.gov/forms.

When you fill out the form, remember to state the correct name and address of the plaintiff(s), the correct name and address of the defendant(s), and the exact amount you are seeking. Describe the incident and a basis for the estimated loss. Include the last day you were billed and indicate the type of goods/services involved. If you are filing for an auto accident, indicate the year and make of the vehicle and the location and date of the accident. Limit your statement to the area provided for on the form. Sign the form under penalty of perjury.

Remember, the defendant and court should each receive copies of your completed *Statement of Claim and Summons* form.

Other legal forms, for things such as removing your case or expunging a ruling, are available by contacting the county court you wish to file a claim in or online at www.mncourts.gov/forms.

The forms included in this section are the following:

- *Statement of Claim and Summons* (pages 15-17)
- *Affidavit of Service Form* (pages 18-19)

County of: _____	Court File Number: _____
Judicial District: _____	Case Type: <u>Conciliation</u>

Plaintiff

VS

Defendant

- ☐ Check the box if there are more than two plaintiffs or more than two defendants. List the names and information for the other parties on the Additional Litigants Form (CCT702).

Plaintiff's Statement of Claim (CCT102)

Information about the Plaintiff

1. How many plaintiffs are there? _____

a. Plaintiff #1

Name: _____

Street Address: _____

City/State/Zip: _____

b. Plaintiff #2

Name: _____

Street Address: _____

City/State/Zip: _____

If there are more than 2 plaintiffs, use the *Additional Litigants Form* (CCT702).

Information about the Defendant

2. How many defendants are there? _____

a. Defendant #1

Name: _____

☐ Individual (Person)

☐ Business

Street Address: _____

City/State/Zip: _____

If Defendant #1 is an individual:

- i. I believe Defendant #1 is at least 18 years old.
Date of birth: _____ / ☐ Unknown
- ii. About military service:
☐ Defendant #1 is in the military service.
☐ Defendant #1 is not in the military service.
☐ Unknown

b. Defendant #2

Name: _____

☐ Individual (Person) ☐ Business

Street Address: _____

City/State/Zip: _____

If Defendant #2 is an individual:

- i. I believe Defendant #2 is at least 18 years old.
Date of birth: _____ / ☐ Unknown
- ii. About military service:
☐ Defendant #2 is in the military service.
☐ Defendant #2 is not in the military service.
☐ Unknown

If there are more than 2 defendants, use the *Additional Litigants Form* (CCT702).

Information about the Claim

3. I am filing this claim against Defendant for: *(check all that apply)*

Money

- ☐ The Defendant owes me \$_____, plus filing fees and costs in the amount of \$_____, so my total claim is for \$_____ (amount Defendant owes plus filing fees and costs). I have a claim for this amount because in _____ (month and year), the following happened (briefly describe): _____

Property

☐ The Defendant has the following property that belongs to me (list property):

My property is valued at \$_____. The filing fees and costs for this case are \$_____. I want the Court to order this property returned to me or make the Defendant pay me \$_____ (property's value plus the filing fees and costs).

4. I understand that if I do not attend court on my hearing date, my case may be dismissed, and I may have to pay money to Defendant on any counterclaim that has been filed.

IMPORTANT! Each plaintiff must sign the *Statement of Claim* form and include the date signed, the name of the county and state they were in when they signed and give the following information: title (if any), telephone number, date of birth, phone number, and email address.

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

Date: _____

Signature (Plaintiff#1): _____

Name: _____

Title, if any: _____

County and state where signed:

Date of Birth: _____

Phone: _____

Email: _____

Date: _____

Signature (Plaintiff#2): _____

Name: _____

Title, if any: _____

County and state where signed:

Date of Birth: _____

Phone: _____

Email: _____

NOTE: If there are more than 2 plaintiffs, all of the other plaintiffs must sign the *Statement of Claim* form and include the information listed above.

See Instructions (CCT100) for help in filling out this form.

State of Minnesota

Conciliation Court

County of: _____

Court File Number: _____

Judicial District: _____

Case Type: Conciliation

Plaintiff

VS

Defendant

- ☐ Check the box if there are more than two plaintiffs or more than two defendants. List the names and information for the other parties on the Additional Litigants Form (CCT702).

Conciliation Court Affidavit of Service (CCT103)

My name is _____

I am at least 18 years old. I served documents regarding this Conciliation Court case as follows:

Documents Served on Other Party

I served the following document(s): *Check all that apply.*

- ☐ Summons: Conciliation Court (**NOTE:** the *Summons* must be served on Defendant by **Certified Mail** or personal service)
- ☐ Plaintiff's Statement of Claim (**NOTE:** the *Statement of Claim* must be served on Defendant by **Certified Mail** or personal service)
- ☐ Motion to Vacate Judgment *and* Supporting Affidavit
- ☐ Demand for Removal/Limited Removal
- ☐ Other document (specify): _____

Details of Service

I served the documents checked above on the following party:

Name: _____

OR ☐ I served this party's attorney instead of the party.

- ➔ Check the box showing the type of service used (certified, first-class, or personal service), and fill in the date and location of service.

I served the other party by:

☐ **Certified Mail, postage prepaid** – I mailed the documents on _____ (date),
from _____ (city, state).

☐ **Regular First-Class Mail** – I mailed the documents on _____ (date), from
_____ (city, state).

☐ **Personal Service** (hand-delivered) – I hand-delivered the documents to the
other party on: _____ (date) at the following location:

Address: _____

City/State/Zip: _____

NOTE: The *Summons* and *Statement of Claim* cannot be served on Defendant by regular first-class mail.

Service Not Completed (Party Not Found)
--

☐ After a careful search, I was not able to find the following party (or any residence or business address for this party): _____

I could not find a way to serve this party.

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

Date: _____

Signature: _____

Name: _____

County and state where signed:

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Consumer Questions or Complaints

The Minnesota Attorney General's Office answers questions regarding numerous consumer issues. The Attorney General's Office also provides assistance in resolving disputes between Minnesota consumers and businesses and uses information from consumers to enforce the state's civil laws. We welcome your calls!

If you have a consumer complaint, you may contact the Attorney General's Office in writing:

Minnesota Attorney General's Office
445 Minnesota Street, Suite 600
St. Paul, MN 55101

You can also receive direct assistance from a consumer specialist by calling:

(651) 296-3353 (Twin Cities Calling Area)
(800) 657-3787 (Outside the Twin Cities)
(800) 627-3529 (Minnesota Relay)

Additional Publications

Additional consumer publications are available from the Minnesota Attorney General's Office. Contact us to receive copies or preview the publications on our website at www.ag.state.mn.us.

- | | | |
|--------------------------------|------------------------------|------------------------------------|
| - Car Handbook* | - Home Seller's Handbook | - Probate and Planning: A Guide to |
| - Conciliation Court* | - Landlords and Tenants: | Planning for the Future |
| - Credit Handbook | Rights and Responsibilities* | - Seniors' Legal Rights |
| - Guarding Your Privacy: | - Managing Your Health Care | - Student Loan Handbook |
| Tips to Prevent Identity Theft | - Manufactured Home Parks* | - Veterans and Service Members |
| - Home Building and Remodeling | - Minnesota's Car Laws | |
| - Home Buyer's Handbook | - Phone Handbook | |

**Available in Spanish*



The Office of
Minnesota Attorney General Keith Ellison

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