

COUNTY MUNICIPAL COURT RULES

Rules of Civil Procedure for the County Municipal Courts (Hennepin and Ramsey Counties)

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**Rules of Civil Procedure for
the County Municipal Courts
(Hennepin and Ramsey Counties)**

With amendments received through July 15, 1984

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TEXT OF RULES

I. SCOPE OF RULES - ONE FORM OF ACTION

Rule 1. Scope of Rules

These rules govern the procedure in the municipal courts of the State of Minnesota in all suits of a civil nature, with the exceptions stated in Rule 81. They shall be construed to secure the just, speedy, and inexpensive determination of every action.

Rule 2. One Form of Action

There shall be one form of action to be known as "civil action."

II. COMMENCEMENT OF THE ACTION; SERVICE OF PROCESS, PLEADINGS, MOTIONS, AND ORDERS

Rule 3. Commencement of the Action; Service of the Complaint

3.01 Commencement of the Action

A civil action is commenced against each defendant when the summons is served upon him or is delivered to the proper officer for such service; but such delivery shall be ineffectual unless within 60 days thereafter the summons be actually served on him or the first publication thereof be made.

3.02 Service of Complaint

A copy of the complaint shall be served with the summons, except when the service is by publication as provided in Rule 4.04.

Rule 4. Process

4.01 Summons; Form

The summons shall state the name of the court and the names of the parties, be subscribed by the plaintiff or by his attorney, give an address within the state where the subscriber may be served in person and by mail, state the time within which these rules require the defendant to serve his answer, and notify him that if he fails to do so judgment by default will be rendered against him for the relief demanded in the complaint.

(As amended March 3, 1959, effective July 1, 1959.)

4.02 By Whom Served

When summons or other process is served by a proper officer, fees and mileage shall be allowed therefor. For the purpose of these rules, the phrase "proper officer" means any sheriff or any municipal court or police officer authorized, by virtue of his office, to make such service. Any person not a party to the action may make service of a summons.

4.03 Personal Service

Service of summons shall be made within the territorial limits of the municipal court in which the action is brought, as follows:

(a) **Upon an Individual.** Upon an individual by delivering a copy to him personally or by leaving a copy at his usual place of abode with some person of suitable age and discretion then residing therein.

If the individual has, pursuant to statute, consented to any other method of service or appointed an agent to receive service of summons, or if a statute designates a state official to receive service of summons, service may be made in the manner provided by such statute.

If the individual is confined to a state institution, by serving also the chief executive officer at the institution.

If the individual is an infant under the age of 14 years, by serving also his father or mother, and if he have neither within the court's territorial limits, then a resident guardian if he have one known to the plaintiff, and if he have none, then the person having control of such defendant, or with whom he resides, or by whom he is employed.

(b) Upon Partnerships and Associations. Upon a partnership or association which is subject to suit under a common name, by delivering a copy to a member or the managing agent of the partnership or association. If the partnership or association has, pursuant to statute, consented to any other method of service or appointed an agent to receive service of summons, or if a statute designates a state official to receive service of summons, service may be made in the manner provided by such statute.

(c) Upon a Corporation. Upon a domestic or foreign corporation, by delivering a copy to an officer or managing agent, or to any other agent authorized expressly or impliedly or designated by statute to receive service of summons, and if the agent is one authorized or designated under statute to receive service any statutory provision for the manner of such service shall be complied with. In the case of a transportation or express corporation, the summons may be served by delivering a copy to any ticket, freight, or soliciting agent found within the territorial limits of any municipal court in which the action is brought.

(d) Upon the State. Upon the state by delivering a copy to the attorney general, a deputy attorney general or an assistant attorney general.

(e) Upon Public Corporations. Upon a municipal or other public corporation by delivering a copy

(1) To the chairman of the county board or to the county auditor of a defendant county.

(2) To the chief executive officer or to the clerk of a defendant city, village or borough.

(3) To the chairman of the town board or to the clerk of a defendant town.

(4) To any member of the board or other governing body of a defendant school district.

(5) To any member of the board or other governing body of a defendant public board or public body not herein enumerated.

If service cannot be made as provided in this Rule 4.03(e), the court may direct the manner of such service.

4.04 Service by Publication; Personal Service Out of State or of Territorial Limits of Court

The summons may be served by three weeks' published notice in any of the cases enumerated hereafter when there shall have been filed with the court the complaint and an affidavit of the plaintiff or his attorney stating the existence of one of such cases, and that he believes the defendant is not a resident of the state, or cannot be found therein, and either that he has mailed a copy of the summons to the defendant at his place of residence or that such residence is not known to him. The service of the summons shall be deemed complete 21 days after the first publication. Personal service of such summons without the territorial limits of the court, proved by the affidavit of the person making the same sworn to before a person authorized to administer an oath, shall have the same effect as the published notice herein provided for.

Such service shall be sufficient to confer jurisdiction:

(1) When the plaintiff has acquired a lien upon property or credits within the territorial limits of the court by attachment or garnishment; and

(a) The defendant is a resident individual who has departed from the territorial limits of the court or cannot be found therein, or

(b) The defendant is a nonresident individual, or a foreign corporation, partnership or association.

When quasi in rem jurisdiction has been obtained, a party defending such action thereby submits personally to the jurisdiction of the court. An appearance solely to contest the validity of such quasi in rem jurisdiction is not such a submission.

(2) When the subject of the action is personal property within the territorial limits of the court and in or upon which the defendant has or claims a lien or interest.

(As amended March 3, 1959, effective July 1, 1959; November 10, 1967, effective February 1, 1968.)

4.041 Service of the Complaint

If the defendant shall appear within 10 days after the completion of service by publication, the plaintiff, within five days after such appearance, shall serve the complaint, by copy, on the defendant or his attorney. The defendant shall then have at least 10 days in which to answer the same.

(As amended November 10, 1967, effective February 1, 1968.)

4.042 Service by Publication; Defendant May Defend; Restitution

If the summons be served by publication, and the defendant receives no actual notification of the action, he shall be permitted to defend upon application to the court before judgment and for sufficient cause; and the defendant, in like manner, may be permitted to defend at any time within one year after judgment, on such terms as may be just. If the defense be sustained, and any part of the judgment has been enforced, such restitution shall be made as the court may direct.

4.05 Process Other Than Summons; Service of

Process other than summons and subpoena shall be served as directed by the court issuing the same, but only within the territorial limits of the court.

4.06 Return

Service of summons and other process shall be proved by the certificate of the proper officer making it, by the affidavit of any other person making it, by the written admission of the party served, and, if served by publication, by the affidavit of the printer or his foreman or clerk. The proof of service in all cases other than by published notice shall state the time, place, and manner of service. Failure to make proof of service shall not affect the validity of the service.

4.07 Amendments

The court in its discretion and on such terms as it deems just may at any time allow any summons or other process or proof of service thereof to be amended, unless it clearly appears that substantial rights of the person against whom the process issued would be prejudiced thereby.

Rule 5. Service and Filing of Pleadings and Other Papers

5.01 Service; When Required; Appearance

Except as otherwise provided in these rules, every order required by its terms to be served, every pleading subsequent to the original complaint unless the court otherwise orders because of numerous defendants, every written motion other than one which may be heard ex parte, and every written notice, appearance, demand, offer of judgment, designation of record on appeal, and similar paper shall be served upon each of the parties. No service need be made on parties in default for failure to appear except that pleadings asserting new or additional claims for relief against

them shall be served upon them in the manner provided for service of summons in Rule 4. A party appears when he serves or files any paper in the proceeding. (As amended November 10, 1967, effective February 1, 1968.)

5.02 Service; How Made

Whenever under these rules service is required or permitted to be made upon a party represented by an attorney, the service shall be made upon the attorney unless service upon the party himself is ordered by the court. Written admission of service by the party or his attorney shall be sufficient proof of service. Service upon the attorney or upon a party shall be made by delivering a copy to him or by mailing it to him at his last known address or, if no address is known, by leaving it with the clerk of court. Delivery of a copy within this rule means: handing it to the attorney or to the party; or leaving it at his office with his clerk or other person in charge thereof; or, if there is no one in charge, leaving it in a conspicuous place therein; or, if the office is closed or the person to be served has no office, leaving it at his dwelling house or usual place of abode with some person of suitable age and discretion then residing therein. Service by mail is complete upon mailing.

5.03 Service; Numerous Defendants

If the defendants are numerous, the court, upon motion or of its initiative, may order that service of the pleadings of the defendants and replies thereto need not be made as between the defendants and that any cross-claim, counterclaim, or matter constituting an avoidance of affirmative defense contained therein shall be deemed to be denied or avoided by all other parties and that the filing of any such pleading with the court and service thereof upon the plaintiff constitutes due notice of it to the parties. A copy of every such order shall be served upon the parties in such manner and form as the court directs.

5.04 Filing

(1) All pleadings, affidavits, bonds, and other papers in an action shall be filed with the clerk, unless otherwise provided by statute or by order of the court.

(2) All pleadings shall be so filed on or before the second day of the term at which the action is noticed for trial; otherwise the court may continue the action or strike it from the calendar.

(3) All affidavits, notices and other papers designed to be used in any cause shall be filed prior to the hearing of the cause unless otherwise directed by the court.

Rule 6. Time

6.01 Computation

In computing any period of time prescribed or allowed by these rules, by the local rules of any municipal court, by order of court, or by any applicable statute, the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday. When the period of time prescribed or allowed is less than 7 days, intermediate Saturdays, Sundays, and legal holidays shall be excluded in the computation.

(As amended November 10, 1967, effective February 1, 1968.)

6.02 Enlargement

When by statute or by these rules or by a notice given thereunder or by order of court an act is required or allowed to be done at or within a specified time, the court for cause shown may, at any time in its discretion, (1) with or without motion or notice order the period enlarged if request therefor is made before the expiration of the period originally prescribed or as extended by a previous order or (2) upon

motion made after the expiration of the specified period permit the act to be done where the failure to act was the result of excusable neglect; but it may not extend the time for taking any action under Rules 4.042, 59.03, 59.05, and 60.02 except to the extent and under the conditions stated in them.

6.03 Unaffected by Expiration of Term

The continued existence of the expiration of a term of court does not affect or limit the period of time provided for the doing of any act or the taking of any proceeding, or affect the power of the court to do any act or take any proceeding in any action which has been pending before it.

6.04 For Motions; Affidavits

A written motion, other than one which may be heard ex parte, and notice of the hearing thereof shall be served not later than five days before the time specified for the hearing, unless a different period is fixed by these rules or by order of the court. Such an order may for cause shown be made on ex parte application. A motion may be supported by papers on file by reference; supporting papers not on file shall be served with the motion; and, except as otherwise provided in Rule 59.04, opposing affidavits may be served not later than one day before the hearing, unless the court permits them to be served at some other time.

6.05 Additional Time After Service by Mail

Whenever a party has the right or is required to do some act or take some proceeding within a prescribed period after the service of a notice or other paper upon him, or whenever such service is required to be made a prescribed period before a specified event, and the notice or paper is served by mail, three days shall be added to the prescribed period.

(As amended March 3, 1959, effective July 1, 1959.)

III. PLEADINGS AND MOTIONS

Rule 7. Pleadings Allowed; Form of Motions

7.01 Pleadings

There shall be a complaint and an answer (including such pleadings in a third-party proceeding when a third-party claim is asserted); a reply to a counter-claim denominated as such; and an answer to a cross-claim if the answer contains a cross-claim. No other pleading shall be allowed except that the court may order a reply to an answer. Demurrers, pleas and exceptions for insufficiency of a pleading shall not be used.

(As amended March 3, 1959, effective July 1, 1959.)

7.02 Motion and Other Papers

(1) An application to the court for an order shall be by motion which, unless made during a hearing or trial, shall be made in writing, shall state with particularity the grounds therefor, and shall set forth the relief or order sought. The requirement of writing is fulfilled if the motion is stated in a written notice of the hearing of the motion. Motions provided in these rules are motions requiring a written notice to the party and a hearing before the order can be issued unless the particular rule under which the motion is made specifically provides that the motion may be made ex parte. The parties may agree to written submission to the court for decision without oral argument unless the court directs otherwise.

(2) The rules applicable to caption, signing, and other matters of form of pleadings apply to all motions and other papers provided for by these rules. (As amended November 14, 1974, effective January 1, 1975; amended November 30, 1981.)

Rule 8. General Rules**8.01 Claims for Relief**

A pleading which sets forth a claim for relief, whether an original claim, counterclaim, cross-claim, or third-party claim, shall contain (1) a short and plain statement of the claim showing that the pleader is entitled to relief and (2) a demand for judgment for the relief to which he deems himself entitled, and if a recovery of money be demanded the amount shall be stated. Relief in the alternative or of several types may be demanded.

8.02 Defenses; Form of Denials

A party shall state in short and plain terms his defenses to each claim asserted and shall admit or deny the averments upon which the adverse party relies. If he is without knowledge or information sufficient to form a belief as to the truth of an averment, he shall so state and this has the effect of a denial. Denials shall fairly meet the substance of the averments denied. When a pleader intends in good faith to deny only a part or a qualification of an averment, he shall specify so much of it as is true and material and shall deny only the remainder. Unless the pleader intends in good faith to controvert all the averments of the preceding pleading, he may make his denials as specific denials of designated averments or paragraphs, or he may generally deny all the averments except such designated averments or paragraphs as he expressly admits; but, when he does so intend to controvert all its averments, he may do so by general denial subject to the obligations set forth in Rule 11.

8.03 Affirmative Defenses

In pleading to a preceding pleading, a party shall set forth affirmatively accord and satisfaction, arbitration and award, assumption of risk, contributory negligence, discharge in bankruptcy, duress, estoppel, failure of consideration, fraud, illegality, injury by fellow servant, laches, license, payment, release, res judicata, statute of frauds, statute of limitations, waiver, and any other matter constituting an avoidance or affirmative defense. When a party has mistakenly designated a defense as a counterclaim or a counterclaim as a defense, the court on terms, if justice so requires, shall treat the pleading as if there had been a proper designation.

8.04 Effect of Failure to Deny

Averments in a pleading to which a responsive pleading is required, other than those as to amount of damage, are admitted when not denied in the responsive pleading. Averments in a pleading to which no responsive pleading is required or permitted shall be taken as denied or avoided.

8.05 Pleading To Be Concise and Direct; Consistency

(1) Each averment of a pleading shall be simple, concise, and direct. No technical forms of pleading or motions are required.

(2) A party may set forth two or more statements of a claim or defense alternately or hypothetically, either in one count or defense or in separate counts or defenses. When two or more statements are made in the alternative and one of them if made independently would be sufficient, the pleading is not made insufficient by the insufficiency of one or more of the alternative statements. A party may also state as many separate claims or defenses as he has regardless of consistency. All statements shall be made subject to the obligations set forth in Rule 11.

8.06 Construction of Pleadings

All pleadings shall be so construed as to do substantial justice.

Rule 9. Pleading Special Matters**9.01 Capacity**

It is not necessary to aver the capacity of a party to sue or be sued or the authority of a party to sue or be sued in a representative capacity or the legal

existence of a partnership or an organized association of persons that is made a party. When a party desires to raise an issue as to the legal existence of any party or the capacity of any party to sue or be sued or the authority of a party to sue or be sued in a representative capacity, he shall do so by specific negative averment, which shall include such supporting particulars as are peculiarly within the pleader's knowledge.

9.02 Fraud, Mistake, Condition of Mind

In all averments of fraud or mistake, the circumstances constituting fraud or mistake shall be stated with particularity. Malice, intent, knowledge, and other condition of mind of a person may be averred generally.

9.03 Conditions Precedent

In pleading the performance or occurrence of conditions precedent, it is sufficient to aver generally that all conditions precedent have been performed or have occurred. A denial of performance or occurrence shall be made specifically and with particularity.

9.04 Official Document or Act

In pleading an official document or official act, it is sufficient to aver that the document was issued or the act done in compliance with law; and in pleading any ordinance of a city, village, or borough or any special or local statute or any right derived from either, it is sufficient to refer to the ordinance or statute by its title and the date of its approval.

9.05 Judgment

In pleading a judgment or decision of a domestic or foreign court, judicial or quasi-judicial tribunal, of a board or officer, it is sufficient to aver the judgment or decision without setting forth matter showing jurisdiction to render it.

9.06 Time and Place

For the purpose of testing the sufficiency of a pleading, averments of time and place are material and shall be considered like all other averments of material matter.

9.07 Special Damages

When items of special damage are claimed, they shall be specifically stated.

9.08 Unknown Party; How Designated

When a party is ignorant of the name of an opposing party and so alleges in his pleading, the opposing party may be designated by any name, and when his true name is discovered the process and all pleadings and proceedings in the action may be amended by substituting the true name.

Rule 10. Form of Pleadings

10.01 Caption; Name of Parties

Every pleading shall have a caption setting forth the name of the court in which the action is brought, the title of the action, and a designation as in Rule 7. In the complaint the title of the action shall include the names of all the parties, but in other pleadings it is sufficient to state the name of the first party on each side with an appropriate indication of other parties.

10.02 Paragraph; Separate Statements

All averments of claim or defense shall be made in numbered paragraphs, the contents of each of which shall be limited as far as practicable to a statement of a single set of circumstances; and a paragraph may be referred to by number in all succeeding pleadings. Each claim founded upon a separate transaction or occurrence and each defense other than denials shall be stated in a separate count or

defense whenever a separation facilitates the clear presentation of the matters set forth.

10.03 Adoption by Reference; Exhibits

Statements in a pleading may be adopted by reference in a different part of the same pleading or in another pleading or in any motion. A copy of any written instrument which is an exhibit to a pleading is a part of the statement of claim or defense set forth in the pleading.

Rule 11. Signing of Pleadings

Every pleading of a party represented by an attorney shall be personally signed by at least one attorney of record in his individual name and shall state his address. A party who is not represented by an attorney shall personally sign his pleading and state his address. Except when otherwise specifically provided by rule or statute, pleading need not be verified or accompanied by affidavit. The signature of an attorney constitutes a certification by him that he has read the pleading; that to the best of his knowledge, information, and belief there is good ground to support it; and that it is not interposed for delay. If a pleading is not signed or is signed with intent to defeat the purpose of this rule, it may be stricken, as provided in Rule 12.06, as sham and false and the action may proceed as though the pleading had not been served. An attorney may be subjected to appropriate disciplinary action for a willful violation of this rule or for the insertion of scandalous or indecent matter in a pleading.

Rule 12. Defenses and Objections; When and How Presented; by Pleading or Motion; Motion for Judgment on Pleadings

12.01 When Presented

Defendant shall serve his answer within 20 days after service of the summons upon him unless the court directs otherwise pursuant to Rule 4.042. A party served with a pleading stating a cross-claim against him shall serve an answer thereto within 20 days after the service upon him. The plaintiff shall serve his reply to a counterclaim in the answer within 20 days after service of the answer or, if a reply is ordered by the court, within 20 days after service of the order, unless the order otherwise directs. The service of a motion permitted under this rule alters these periods of time as follows unless a different time is fixed by order of the court:

(1) if the court denies the motion or postpones its disposition until the trial on the merits, the responsive pleading shall be served within 10 days after service of notice of the court's action;

(2) if the court grants a motion for a more definite statement, the responsive pleading shall be served within 10 days after the service of the more definite statement.

(As amended November 10, 1967, effective February 1, 1968.)

12.02 How Presented

Every defense, in law or fact, to a claim for relief in any pleading, whether a claim, counterclaim, cross-claim, or third-party claim, shall be asserted in the responsive pleading thereto if one is required, except that the following defenses may at the option of the pleader be made by motion:

- (1) Lack of jurisdiction over the subject matter;
- (2) lack of jurisdiction over the person;
- (3) insufficiency of process;
- (4) insufficiency of service of process;
- (5) failure to state a claim upon which relief can be granted; and
- (6) failure to join a party under Rule 19.

A motion making any of these defenses shall be made before pleading if a further pleading is permitted. No defense or objection is waived by being joined with one or more defenses or objections in a responsive pleading or motion. If a pleading sets forth a claim for relief to which the adverse party is not required to serve a responsive pleading, he may assert at the trial any defense in law or fact to that claim for relief. If, on a motion asserting the defense that the pleading fails to state a claim upon which relief can be granted, matters outside the pleading are presented to and not excluded by the court, the motion shall be treated as one for summary judgment and disposed of as provided in Rule 56, and all parties shall be given reasonable opportunity to present all material made pertinent to such a motion by Rule 56.

(As amended November 10, 1967, effective February 1, 1968.)

12.03 Motion for Judgment on the Pleadings

After the pleadings are closed by within such time as not to delay the trial, any party may move for judgment on the pleadings. If, on such motion, matters outside the pleading are presented to and not excluded by the court, the motion shall be treated as one for summary judgment and disposed of as provided for in Rule 56, and all parties shall be given reasonable opportunity to present all material made pertinent to such a motion by Rule 56.

12.04 Preliminary Hearing

The defenses and relief enumerated in Rules 12.02 and 12.03, whether made in a pleading or by motion, shall be heard and determined before trial on application of any party unless the court orders that the hearing and determination thereof be deferred until the trial.

12.05 Motions for More Definite Statement, for Paragraphing and for Separate Statement

If a pleading to which a responsive pleading is permitted violates the provisions of Rule 10.02, or is so vague and ambiguous that a party cannot reasonably be required to frame a responsive pleading, he may move for a compliance with Rule 10.02 or for a more definite statement before interposing his responsive pleading. The motion shall point out the defects complained of and the details desired. If the motion is granted and the order of the court is not obeyed within 10 days after service of notice of the order or within such other time as the court may fix, the court may strike the pleading to which the motion was directed or make such order as it deems just.

12.06 Motion to Strike

Upon motion made by a party before responding to a pleading or, if no responsive pleading is permitted by these rules, upon motion made by a party within 20 days after the service of the pleading upon him, or upon the court's initiative at any time, the court may order any pleading not in compliance with Rule 11 stricken as sham and false, or may order stricken from any pleading any insufficient defense or any redundant, immaterial, impertinent or scandalous matter.

(As amended November 10, 1967, effective February 1, 1968.)

12.07 Consolidation of Defenses in Motion

A party who makes a motion under this rule may join with it the other motions herein provided for and then available to him. If a party makes a motion under this rule but omits therefrom any defense or objection then available to him which this rule permits to be raised by motion, he shall not thereafter make a motion based on the defense or objection so omitted, except a motion as provided in Rule 12.08(2) hereof on any of the grounds there stated.

(As amended November 10, 1967, effective February 1, 1968.)

12.08 Waiver or Preservation of Certain Defenses

(1) A defense of lack of jurisdiction over the person, insufficiency of process, or insufficiency of service of process is waived (A) if omitted from a motion in the circumstances described in Rule 12.07, or (B) if it is neither made by motion under this rule nor included in a responsive pleading or an amendment thereof permitted by Rule 15.01 to be made as a matter of course.

(2) A defense of failure to state a claim upon which relief can be granted, a defense of failure to join a party indispensable under Rule 19, and an objection of failure to state a legal defense to a claim may be made in any pleading permitted or ordered under Rule 7.01, or by motion for judgment on the pleadings, or at the trial on the merits.

(3) Whenever it appears by suggestion of the parties or otherwise that the court lacks jurisdiction of the subject matter, the court shall dismiss the action.

(As amended November 10, 1967, effective February 1, 1968.)

Rule 13. Counterclaim and Cross-Claim**13.01 Compulsory Counterclaims**

A pleading shall state as a counterclaim any claim which at the time of serving the pleading the pleader has against any opposing party, if it arises out of the transaction that is the subject matter of the opposing party's claim and does not require for its adjudication the presence of third parties of whom the court cannot acquire jurisdiction, except that such a claim need not be so stated if at the time the action was commenced the claim was the subject of another pending action.

13.02 Permissive Counterclaims

A pleading may state as a counterclaim any claim against an opposing party not arising out of the transaction that is the subject matter of the opposing party's claim.

13.03 Counterclaim Exceeding Opposing Claim

A counterclaim may or may not diminish or defeat the recovery sought by the opposing party. It may claim relief exceeding in amount or different in kind from that sought in the pleading of the opposing party.

13.04 Counterclaim Against the State of Minnesota

These rules shall not be construed to enlarge beyond the limits now fixed by law the right to assert counterclaims or to claim credits against the State of Minnesota or an officer or agency thereof.

13.05 Counterclaim Maturing or Acquired After Pleading

A claim which either matured or was acquired by the pleader after serving his pleading may, with the permission of the court, be presented as a counterclaim by supplemental pleading.

13.06 Omitted Counterclaim

When a pleader fails to set up a counterclaim through oversight, inadvertence, or excusable neglect, or when justice requires, he may by leave of court set up the counterclaim by amendment.

13.07 Cross-Claim Against Co-Party

A pleading may state as a cross-claim any claim by one party against a co-party arising out of the transaction or occurrence that is the subject matter either of the original action or of a counterclaim therein or relating to any property that is the subject matter of the original action. Such cross-claim may include a claim that the party against whom it is asserted is or may be liable to the cross-claimant for all or part of a claim asserted in the action against the cross-claimant.

13.08 Joinder of Additional Parties

Persons other than those made parties to the original action may be made parties to a counterclaim or cross-claim in accordance with the provisions of Rules 19 and 20.

(As amended November 10, 1967, effective February 1, 1968.)

13.09 Separate Trials; Separate Judgment

If the court orders separate trials as provided in Rule 42.02, judgment on a counterclaim or cross-claim may be rendered in accordance with the terms of Rule 54.02 even if the claims of the opposing party have been dismissed or otherwise disposed of.

13.10 Removal to District Court

If any counterclaim or cross-claim is in an amount in excess of that for which judgment may be given in the municipal court in which the action is pending, or if an equitable defense is interposed, or if it shall appear that title to real estate is involved in any action other than for forcible entry or unlawful detainer, the court shall not proceed to trial therein but the fact shall be recorded and the clerk shall transfer the action to the district court for the district in which the municipal court is located. Thereafter the action shall be proceeded with in the court to which it is transferred as if originally commenced therein, and the costs shall abide the event.

Rule 14. Third-Party Practice**14.01 When Defendant May Bring in Third Party**

Within 90 days after service of the summons upon him, and thereafter either by written consent of all parties to the action or by leave of court granted on motion upon notice to all parties to the action, a defendant as a third-party plaintiff may serve a summons and complaint, together with a copy of plaintiff's complaint, upon a person, whether or not he is a party to the action, who is or may be liable to him for all or part of the plaintiff's claim against him and after such service shall forthwith serve notice thereof upon all other parties to the action. Copies of third-party pleadings shall be furnished by the pleader to any other party to the action within 5 days after request therefor. The person so served, hereinafter called the third-party defendant, shall make his defenses to the third-party plaintiff's claim as provided in Rule 12 and his counterclaims against the third-party plaintiff and cross-claims against other third-party defendants as provided in Rule 13. The third-party defendant may assert against the plaintiff any defenses which the third-party plaintiff has to the plaintiff's claim. The third-party defendant may also assert any claim against the plaintiff arising out of the transaction or occurrence that is the subject matter of the plaintiff's claim against the third-party plaintiff. The plaintiff may assert any claim against the third-party defendant arising out of the transaction or occurrence that is the subject matter of the plaintiff's claim against the third-party plaintiff, and the third-party defendant thereupon shall assert his defenses as provided in Rule 12 and his counterclaims and cross-claims as provided in Rule 13. A third-party defendant may proceed under this rule against any person who is or may be liable to him for all or part of the claim made in the action against the third-party defendant.

(As amended March 3, 1959, effective July 1, 1959; amended November 30, 1981.)

14.02 When Plaintiff May Bring in Third Party

When a counterclaim is asserted against a plaintiff, he may cause a third party to be brought in under circumstances which under Rule 14.01 would entitle defendant to do so.

14.03 Orders for Protection of Parties and Prevention of Delay

The court may make such orders as will prevent a party from being embarrassed or put to undue expense, or prevent delay of the trial or other proceedings, by

the assertion of a third-party claim, and may dismiss the third-party claim, order separate trials, or make other orders to prevent delay or prejudice. Unless otherwise specified in the order, a dismissal under this rule is without prejudice.

(Added March 3, 1959, effective July 1, 1959.)

Rule 15. Amended and Supplemental Pleadings

15.01 Amendments

A party may amend his pleading once as a matter of course at any time before a responsive pleading is served or, if the pleading is one to which no responsive pleading is permitted and the action has not been placed upon the trial calendar, he may so amend it at any time with 20 days after it is served. Otherwise a party may amend his pleading only by leave of court or by written consent of the adverse party; and leave shall be freely given when justice so requires. A party shall plead in response to an amended pleading within 10 days after service of the amended pleading, unless the court otherwise orders.

(As amended November 10, 1967, effective February 1, 1968.)

15.02 Amendments to Conform to the Evidence

When issues not raised by the pleadings are tried by express or implied consent of the parties, they shall be treated in all respects as if they had been raised in the pleadings. Such amendment of the pleadings as may be necessary to cause them to conform to the evidence and to raise these issues may be made upon motion of any party at any time, even after judgment; but failure so to amend does not affect the result of the trial of these issues. If evidence is objected to at the trial on the ground that it is not within the issues made by the pleadings, the court may allow the pleadings to be amended and shall do so freely when the presentation of the merits of the action will be subverted thereby and the objecting party fails to satisfy the court that admission of such evidence would prejudice him in maintaining his action or defense upon the merits. The court may grant a continuance to enable the objecting party to meet such evidence.

15.03 Relation Back of Amendments

Whenever the claim or defense asserted in the amended pleading arose out of the conduct, transaction, or occurrence set forth or attempted to be set forth in the original pleading, the amendment relates back to the date of the original pleading. An amendment changing the party against whom a claim is asserted relates back if the foregoing provision is satisfied and, within the period provided by law for commencing the action against him, the party to be brought in by amendment (1) has received such notice of the institution of the action that he will not be prejudiced in maintaining his defense on the merits, and (2) knew or should have known that, but for a mistake concerning the identity of the proper party, the action would have been brought against him.

(As amended November 10, 1967, effective February 1, 1968.)

15.04 Supplemental Pleadings

Upon motion of a party the court may, upon reasonable notice and upon such terms as are just, permit him to serve a supplemental pleading setting forth transactions or occurrences or events which have happened since the date of the pleading sought to be supplemented, whether or not the original pleading is defective in its statement of a claim for relief or of a defense. If the court deems it is advisable that the adverse party plead thereto, it shall so order, specifying the time therefor.

(As amended March 3, 1959, effective July 1, 1959.)

Rule 16. Pre-Trial Procedure; Formulating Issue

In any action, the court may in its discretion direct the attorneys for the parties to appear before it for a conference to consider:

- (1) The simplification of the issues;
- (2) The necessity or desirability of amendments to the pleadings;
- (3) The possibility of obtaining admissions of fact and of documents which will avoid unnecessary proof;
- (4) The limitation of the number of expert witnesses;
- (5) Such other matters as may aid in the disposition of the action.

The court shall make an order which recites the action taken at the conference, the amendments allowed to the pleadings, and the agreements made by the parties as to any of the matters considered, and which limits the issues for trial to those not disposed of by admissions or agreements of counsel; and such order when entered controls the subsequent course of the action, unless modified at the trial to prevent manifest injustice. The court in its discretion may establish by rule a pre-trial calendar on which actions may be placed for consideration as above provided and may either confine the calendar to jury actions or to nonjury actions or extend it to all actions.

IV. PARTIES

Rule 17. Parties Plaintiff and Defendant; Capacity

17.01 Real Party in Interest

Every action shall be prosecuted in the name of the real party in interest. An executor, administrator, guardian, bailee, trustee of an express trust, a party with whom or in whose name a contract has been made for the benefit of another, or party authorized by statute may sue in his own name without joining with him the party for whose benefit the action is brought. No action shall be dismissed on the ground that it is not prosecuted in the name of the real party in interest until a reasonable time has been allowed after objection for ratification of commencement of the action by, or joinder or substitution of, the real party in interest; and such ratification, joinder, or substitution shall have the same effect as if the action had been commenced in the name of the real party in interest.

(As amended November 10, 1967, effective February 1, 1968.)

17.02 Infants or Incompetent Persons

Whenever a party to an action is an infant or is incompetent and has a representative duly appointed under the laws of this state or the laws of a foreign state or country, the representative may sue or defend on behalf of such party. A party who is an infant or is incompetent and is not so represented shall be represented by a guardian ad litem appointed by the court in which the action is pending or is to be brought. The guardian ad litem shall be a resident of this state, shall file his consent and oath with the clerk, and shall give such bond as the court may require.

Any person, including an infant party over the age of 14 years and under no other legal disability, may apply under oath for the appointment of a guardian ad litem. The application of the party or of his spouse or his parent or testamentary or other guardian shall have priority over other applications. If no such appointment is made in behalf of a defendant party before answer or default, the adverse party or his attorney may apply for such appointment, and in such case the court shall allow the guardian ad litem a reasonable time to respond to the complaint.

The application for appointment shall show (1) the name, age and address of the party; (2) if he be a minor, the names and addresses of his parents, and, if his parents be dead or have abandoned him, the name and address of his custodian or his testamentary or other guardian, if any; (3) the name and address of his spouse, if any; and (4) the name, age and address and occupation of the person whose appointment is sought.

If the appointment is applied for by the party or by his spouse, parent, custodian, or testamentary or other guardian, the court may hear the application with or without notice. In all other cases written notice of the hearing on the application shall be given at such time as the court shall prescribe, and shall be served upon the party, his spouse, parent, custodian and testamentary or other guardian, if any, and, if he be an inmate of a public institution, the chief executive officer thereof. If the party be a non-resident, or if after diligent search he cannot be found within the state, notice shall be given to such persons and in such manner as the court may direct.

(As amended March 3, 1959, effective July 1, 1959.)

Rule 18. Joinder of Claims and Remedies

18.01 Joinder of Claims

A party asserting a claim to relief as an original claim, counterclaim, cross-claim, or third-party claim, may join, either as independent or as alternate claims, as many claims, legal, or equitable, as he has against an opposing party.

(As amended November 10, 1967, effective February 1, 1968.)

18.02 Joinder of Remedies

Whenever a claim is one heretofore cognizable only after another claim has been prosecuted to a conclusion, the two claims may be joined in a single action; but the court shall grant relief in that action only in accordance with the relative substantive rights of the parties.

Rule 19. Joinder of Persons Needed for Just Adjudication

19.01 Persons to be Joined if Feasible

A person who is subject to service of process shall be joined as a party in the action if (1) in his absence complete relief cannot be accorded among those already parties, or (2) he claims an interest relating to the subject of the action and is so situated that the disposition of the action in his absence may (i) as a practical matter impair or impede his ability to protect that interest or (ii) leave any of the persons already parties subject to a substantial risk of incurring double, multiple, or otherwise inconsistent obligations by reason of his claimed interest. If he has not been so joined, the court shall order that he be made a party. If he should join as a plaintiff but refuses to do so, he may be made a defendant, or, in a proper case, an involuntary plaintiff.

(As amended November 10, 1967, effective February 1, 1968.)

19.02 Determination by Court Whenever Joinder not Feasible

If a person as described in Rule 19.01(1)-(2) hereof cannot be made a party, the court shall determine whether in equity and good conscience the action should proceed among the parties before it, or should be dismissed, the absent person being thus regarded as indispensable. The factors to be considered by the court include: first, to what extent a judgment rendered in the person's absence might be prejudicial to him or those already parties; second, the extent to which, by protective provisions in the judgment, by the shaping of relief, or other measures, the prejudice can be lessened or avoided; third, whether a judgment rendered in the person's absence will be adequate; fourth, whether the plaintiff will have an adequate remedy if the action is dismissed for nonjoinder.

(As amended November 10, 1967, effective February 1, 1968.)

19.03 Pleading Reasons for Nonjoinder

A pleading asserting a claim for relief shall state the names, if known to the pleader, of any persons as described in Rule 19.01(1)-(2) hereof who are not joined, and the reasons why they are not joined.

(As amended November 10, 1967, effective February 1, 1968.)

19.04 Exception of Class Actions

This rule is subject to the provisions of Rule 23.

(Added November 10, 1967, effective February 1, 1968.)

Rule 20. Permissive Joinder of Parties**20.01 Permissive Joinder**

All persons may join in one action as plaintiffs if they assert any right to relief, jointly, severally, or in the alternative in respect of or arising out of the same transaction, occurrence, or series of transactions or occurrences and if any question of fact or law common to all these persons will arise in the action. All persons may be joined in one action as defendants if there is asserted against them jointly, severally, or in the alternative, any right to relief in respect of or arising out of the same transaction, occurrence, or series of transactions or occurrences and if any question of law or fact common to all defendants will arise in the action. A plaintiff or defendant need not be interested in obtaining or defending against all the relief demanded. Judgment may be given for one or more of the plaintiffs according to their respective rights to relief, and against one or more defendants according to their respective liabilities.

(As amended November 10, 1967, effective February 1, 1968.)

20.02 Separate Trials

The court may make such order as will prevent a party from being embarrassed, delayed, or put to expense by the inclusion of a party against whom he asserts no claim and who asserts no claim against him, and may order separate trials or make other orders to prevent delay or prejudice.

Rule 21. Misjoinder and Non-Joinder of Parties

Misjoinder of parties is not ground for dismissal of an action. Parties may be dropped or added by order of the court on a motion of any party or of its own initiative at any stage of the action and on such terms as are just. Any claim against a party may be severed and proceeded with separately.

Rule 22. Interpleader

Persons having claims against the plaintiff may be joined as defendants and required to interplead, in an action brought for that purpose, when their claims are such that the plaintiff is or may be exposed to multiple liability. A defendant exposed to similar liability may obtain such interpleader by way of cross-claim or counterclaim. If such a defendant admits he is subject to liability he may, upon paying the amount claimed or delivering the property claimed or its value into court or to such person as the court may direct, move for an order to substitute the claimants other than the plaintiff as defendants in his stead. On compliance with the terms of such order, the defendant shall be discharged and the action shall proceed against the substituted defendants. It is not ground for objection to such joinder or to such motion that the claims of the several claimants or the titles on which their claims depend do not have a common origin or are not identical with but are adverse to and independent of one another, or that the plaintiff avers that he is not liable in whole or in part to any or all of the claimants. The provisions of this rule do not restrict the joinder of parties permitted in Rule 20.

Rule 23. Class Action**23.01 Prerequisites to a Class Action**

One or more members of a class may sue or be sued as representative parties on behalf of all only if (1) the class is so numerous that joinder of all members is impracticable, (2) there are questions of law or fact common to the class, (3) the claims or defenses of the representative parties are typical of the claims or defenses

of the class, and (4) the representative parties will fairly and adequately protect the interests of the class.

(As amended November 10, 1967, effective February 1, 1968.)

23.02 Class Actions Maintainable

An action may be maintained as a class action if the prerequisites of Rule 23.01 are satisfied, and in addition:

(1) the prosecution of separate actions by or against individual members of the class would create a risk of

(A) inconsistent or varying adjudications with respect to individual members of the class which would establish incompatible standards of conduct for the party opposing the class, or

(B) adjudications with respect to individual members of the class which would as a practical matter be dispositive of the interests of the other members not parties to the adjudications or substantially impair or impede their ability to protect their interest; or

(2) the party opposing the class has acted or refused to act on grounds generally applicable to the class, thereby making appropriate final injunctive relief or corresponding declaratory relief with respect to the class as a whole; or

(3) the court finds that the questions of law or fact common to the members of the class predominate over any questions affecting only individual members, and that a class action is superior to other available methods for the fair and efficient adjudication of the controversy. The matters pertinent to the findings include:

(A) the interest of members of the class in individually controlling the prosecution or defense of separate actions;

(B) the extent and nature of any litigation concerning the controversy already commenced by or against members of the class;

(C) the desirability or undesirability of concentrating the litigation of the claim s in the particular forum;

(D) the difficulties likely to be encountered in the management of a class action.

(As amended November 10, 1967, effective February 1, 1968.)

23.03 Determination by Order Whether Class Action to be Maintained; Notice; Judgment; Actions Conducted Partially as Class Actions

(1) As soon as practicable after the commencement of an action brought as a class action, the court shall determine by order whether it is to be so maintained. An order under this subdivision may be conditional, and may be altered or amended before the decision on the merits.

(2) In any class action maintained under Rule 23.02(3), the court shall direct to the members of the class the best notice practicable under the circumstances, including individual notice to all members who can be identified through reasonable effort. The notice shall advise each member that (A) the court will exclude him from the class if he so requests by a specified date; (B) the judgment, whether favorable or not, will include all members who do not request exclusion; and (C) any member who does not request exclusion may, if he desires, enter an appearance through his counsel.

(3) The judgment in an action maintained as a class action under Rule 23.02(1) or 23.02(2), whether or not favorable to the class, shall include and describe those whom the court finds to be members of the class. The judgment in an action maintained as a class action under Rule 23.02(3), whether or not favorable to the class, shall include and specify or describe those to whom the notice provided in

Rule 23.03(2) was directed, and who have not requested exclusion, and whom the court finds to be members of the class.

(4) When appropriate (A) an action may be brought or maintained as a class action with respect to particular issues, or (B) a class may be divided into subclasses and each subclass treated as a class, and the provisions of this rule shall then be construed and applied accordingly.

(As amended November 10, 1967, effective February 1, 1968.)

23.04 Orders in Conduct of Actions

In the conduct of actions to which this rule applies, the court may make appropriate orders:

(1) determining the course of proceedings or prescribing measures to prevent undue repetition or complication in the presentation of evidence or argument;

(2) requiring, for the protection of the members of the class or otherwise for the fair conduct of the action, that notice be given in such manner as the court may direct to some or all of the members of any step in the action, or of the proposed extent of the judgment, or of the opportunity of members to signify whether they consider the representation fair and adequate, to intervene and present claims or defenses, or otherwise to come into the action;

(3) imposing conditions on the representative parties or on intervenors;

(4) requiring that the pleadings be amended to eliminate therefrom allegations as to representation of absent persons, and that the action proceed accordingly;

(5) dealing with similar procedural matters. The orders may be combined with an order under Rule 16, and may be altered or amended as may be desirable from time to time.

Added March 3, 1959, effective July 1, 1959; as amended November 10, 1967, effective February 1, 1968.)

23.05 Dismissal or Compromise

A class action shall not be dismissed or compromised without the approval of the court, and notice of the proposed dismissal or compromise shall be given to all members of the class in such manner as the court directs.

(Added November 10, 1967, effective February 1, 1968.)

23.06 Derivative Actions by Shareholders or Members

In a derivative action brought by one or more shareholders or members to enforce a right of a corporation or of an unincorporated association, the corporation or association having failed to enforce a right which may properly be asserted by it, the complaint shall allege that the plaintiff was a shareholder or member at the time of the transaction of which he complains or that his share or membership thereafter devolved on him by operation of law. The complaint shall also allege with particularity the efforts, if any, made by the plaintiff to obtain the action he desires from the directors or comparable authority and, if necessary, from the shareholders or members, and the reasons for his failure to obtain the action or for not making the effort. The derivative action may not be maintained if it appears that the plaintiff does not fairly and adequately represent the interest of the shareholders or members similarly situated in enforcing the right of the corporation or association. The action shall not be dismissed or compromised without the approval of the court, and notice of the proposed dismissal or compromise shall be given to shareholders or members in such manner as the court directs.

(Added November 10, 1967, effective February 1, 1968.)

23.07 Actions Relating to Unincorporated Associations

An action brought by or against the members of an unincorporated association as a class by naming certain members as representative parties may be maintained

only if it appears that the representative parties will fairly and adequately protect the interests of the association and its members. In the conduct of the action the court may make appropriate orders corresponding with those described in Rule 23.04 and the procedure for dismissal or compromise of the action shall correspond with that provided in Rule 23.05.

(Added November 10, 1967, effective February 1, 1968.)

Rule 24. Intervention

24.01 Intervention of Right

Upon timely application anyone shall be permitted to intervene in an action when the applicant claims an interest relating to the property or transaction which is the subject of the action and he is so situated that the disposition of the action may as a practical matter impair or impede his ability to protect that interest, unless the applicant's interest is adequately represented by existing parties.

(As amended November 10, 1967, effective February 1, 1968.)

24.02 Permissive Intervention

Upon timely application anyone may be permitted to intervene in an action when an applicant's claim or defense and the main action have a question of law or fact in common. When a party to an action relies for ground of claim or defense upon any statute or executive order administered by a federal or state governmental officer or agency or upon any regulation, order, requirement, or agreement issued or made pursuant to the statute or executive order, the officer or agency upon timely application may be permitted to intervene in the action. In exercising its discretion the court shall consider whether the intervention will unduly delay or prejudice the adjudication of the rights of the original parties.

24.03 Procedure

A person desiring to intervene shall serve on all parties to the action and file a notice of intervention which shall state that in the absence of objection by an existing party to the action within thirty days after service thereof upon the party such intervention shall be deemed to have been accomplished. The notice of intervention shall be accompanied by a pleading setting forth the nature and extent of every claim or defense as to which intervention is sought and the reasons for the claim of entitlement to intervention. Within thirty days after service upon him of a notice of objection to intervention, the party seeking intervention shall serve a motion to intervene upon all parties as provided in Rule 5.

Upon written consent of all parties to the action, anyone may intervene under this rule without notice.

(As amended November 10, 1967, effective February 1, 1968; amended November 30, 1981.)

24.04 Notice to Attorney General

When the constitutionality of an act of the legislature is drawn in question in any action to which the state or an officer, agency or employee of the state is not a party, the party asserting the unconstitutionality of the act shall notify the attorney general thereof within such time as to afford him an opportunity to intervene.

Rule 25. Substitution of Parties

25.01 Death

(1) If a party dies and the claim is not extinguished or barred, the court may order substitution of the proper parties. The motion for substitution may be made by the successors or representatives of the deceased party or by any party and, together with the notice of hearing, shall be served on the parties as provided in Rule 5 and upon persons not parties in the manner provided in Rule 4 for the service of process.

(2) In the event of the death of one or more of the plaintiffs or of one or more of the defendants in an action in which the right sought to be enforced survives only to the surviving plaintiffs or only against the surviving defendants, the action does not abate. The death shall be indicated upon the record and the action shall proceed in favor of or against the surviving parties.

25.02 Incompetency

If a party becomes incompetent, the action shall not abate because of the disability, and the court upon motion served as provided in Rule 25.01 may allow it to be continued by or against his representative.

25.03 Transfer of Interest

In case of any transfer of interest, the action may be continued by or against the original party, unless the court upon motion directs the person to whom the interest is transferred to be substituted in the action or joined with the original party. Service of this motion shall be made as provided in Rule 25.01.

V. DEPOSITIONS AND DISCOVERY

Rule 26. General Provisions Governing Discovery

26.01 Discovery Methods

Parties may obtain discovery by one or more of the following methods: depositions upon oral examination or written questions; written interrogatories; production of documents or things or permission to enter upon land or other property, for inspection and other purposes; physical (including blood) and mental examinations; and requests for admission. Unless the court orders otherwise under subdivision 26.03 of this rule, and except as provided in Rule 33.01, the frequency of use of these methods is not limited.

(As amended November 10, 1967, effective February 1, 1968; as amended November 14, 1974, effective January 1, 1975.)

26.02 Scope of Discovery

Unless otherwise limited by order of the court in accordance with these rules, the scope of discovery is as follows:

(1) **In General.** Parties may obtain discovery regarding any matter not privileged, which is relevant to the subject matter involved in the pending action, whether it relates to the claim or defense of the party seeking discovery or to the claim or defense of any other party, including the existence, description, nature, custody, condition and location of any books, documents, or other tangible things and the identity and location of persons having knowledge of any discoverable matter. It is not ground for objection that the information sought will be inadmissible at the trial if the information sought appears reasonably calculated to lead to the discovery of admissible evidence.

(2) **Insurance Agreements.** In any action in which there is an insurance policy which may afford coverage, any party may require any other party to disclose the coverage and limits of such insurance and the amounts paid and payable thereunder and under Rule 34 may obtain production of the insurance policy, provided, however, that the above provision will not permit such disclosed information to be introduced into evidence unless admissible for other grounds.

(3) **Trial Preparation: Materials.** Subject to the provisions of subdivision 26.02(4) of this rule, a party may obtain discovery of documents and tangible things otherwise discoverable under subdivision 26.02(1) of this rule and prepared in anticipation of litigation or for trial by or for another party or by or for that other party's representative (including his attorney, consultant, surety, indemnitor, insurer, or agent) only upon a showing that the party seeking discovery has substantial need of the materials in the preparation of his case and that he is unable without undue

hardship to obtain the substantial equivalent of the materials by other means. In ordering discovery of such materials when the required showing has been made, the court shall protect against disclosure of the mental impressions, conclusions, opinions, or legal theories of an attorney or other representative of a party concerning the litigation.

A party may obtain without the required showing a statement concerning the action or its subject matter previously made by that party. Upon request, a person not a party, or a party, may obtain without the required showing a statement concerning the action or its subject matter previously made by that person who is not a party. If the request is refused, the person may move for a court order. The provisions of Rule 37.01(4) apply to the award of expenses incurred in relation to the motion. For purposes of this paragraph, a statement previously made is (A) a written statement signed or otherwise adopted or approved by the person making it, or (B) a stenographic, mechanical, electrical, or other recording, or a transcription thereof, which is a substantially verbatim recital of an oral statement by the person making it and contemporaneously recorded.

(4) Trial Preparation: Experts. Discovery of facts known and opinions held by experts, otherwise discoverable under the provisions of subdivision 26.02(1) of this rule and acquired or developed in anticipation of litigation or for trial, may be obtained only as follows:

(A) (i) A party may through interrogatories require any other party to identify each person whom the other party expects to call as an expert witness at trial, to state the subject matter on which the expert is expected to testify, and to state the substance of the facts and opinions to which the expert is expected to testify and a summary of the grounds for each opinion.

(ii) Upon motion, the court may order further discovery by other means, subject to such restrictions as to scope and such provisions, pursuant to subdivision 26.02(4)(C) of this rule, concerning fees and expenses as the court may deem appropriate.

(B) A party may discover facts known or opinions held by an expert who has been retained or specially employed by another party in anticipation of litigation or preparation for trial and who is not expected to be called as a witness at trial, only as provided in Rule 35.02 or upon a showing of exceptional circumstances under which it is impracticable for the party seeking discovery to obtain facts or opinions on the same subject by other means.

(C) Unless manifest injustice would result,

(i) the court shall require that the party seeking discovery pay the expert a reasonable fee for time spent in responding to discovery under subdivisions 26.02(4)(A)(ii) and 26.02(4)(B) of this rule; and

(ii) with respect to discovery obtained under subdivision 26.02(4)(A)(ii) of this rule the court may require, and with respect to discovery obtained under subdivision 26.02(4)(B) of this rule the court shall require, the party seeking discovery to pay the other party a fair portion of the fees and expenses reasonably incurred by the latter party in obtaining facts and opinions from the expert.

(As amended November 10, 1967, effective February 1, 1968; as amended November 14, 1974, effective January 1, 1975.)

26.03 Protective Orders

Upon motion by a party or by the person from whom discovery is sought, and for good cause shown, the court in which the action is pending or alternatively, on matters relating to a deposition, the court in the district where the deposition is to be taken may make any order which justice requires to protect a party or person from

annoyance, embarrassment, oppression, or undue burden or expense, including one or more of the following:

- (1) that the discovery not be had;
- (2) that the discovery may be had only on specified terms and conditions, including a designation of the time or place;
- (3) that the discovery may be had only by a method of discovery other than that selected by the party seeking discovery;
- (4) that certain matters not be inquired into, or that the scope of the discovery be limited to certain matters;
- (5) that discovery be conducted with no one present except persons designated by the court;
- (6) that a deposition after being sealed be opened only by order of the court;
- (7) that a trade secret or other confidential research, development, or commercial information not be disclosed or be disclosed only in a designated way;
- (8) that the parties simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the court.

If the motion for a protective order is denied in whole or in part, the court may, on such terms and conditions as are just, order that any party or person provide or permit discovery. The provisions of Rule 37.01(4) apply to the award of expenses incurred in relation to the motion.

(As amended November 14, 1974, effective January 1, 1975.)

26.04 Sequence and Timing of Discovery

Unless the court upon motion, for the convenience of parties and witnesses and in the interests of justice, orders otherwise, methods of discovery may be used in any sequence and the fact that a party is conducting discovery, whether by deposition or otherwise, shall not operate to delay any other party's discovery.

(As amended November 14, 1974, effective January 1, 1975.)

26.05 Supplementation of Responses

A party who has responded to a request for discovery with a response that was complete when made is under no duty to supplement his response to include information thereafter acquired, except as follows:

(1) A party is under a duty seasonably to supplement his response with respect to any question directly addressed to (A) the identity and location of persons having knowledge of discoverable matters, and (B) the identity of each person expected to be called as an expert witness at trial, the subject matter on which he is expected to testify, and the substance of his testimony.

(2) A party is under a duty seasonably to amend a prior response if he obtains information upon the basis of which (A) he knows that the response was incorrect when made, or (B) he knows that the response though correct when made is no longer true and the circumstances are such that a failure to amend the response is in substance a knowing concealment.

(3) A duty to supplement responses may be imposed by order of the court, agreement of the parties, or at any time prior to trial through new requests for supplementation of prior responses.

(As amended November 10, 1967, effective February 1, 1968; as amended November 14, 1974, effective January 1, 1975.)

26.06

(Deleted November 14, 1974, effective January 1, 1975.)

Rule 27. Depositions Pending Appeal

If an appeal has been taken to the Supreme Court from a judgment of a municipal court, or before the taking of an appeal if the time therefore has not expired, the municipal court in which the judgment was rendered may allow the taking of the depositions of witnesses to perpetuate their testimony for use in the event of further proceedings in the municipal court. In such case, the party who desires to perpetuate the testimony may make a motion in the municipal court for leave to take the depositions, upon the same notice and service thereof as if the action was pending in that court. The motion shall show (1) the names and addresses of persons to be examined and the substance of the testimony which he expects to elicit from each, and (2) the reasons for perpetuating their testimony. If the court finds that the perpetuation of the testimony is proper to avoid a failure or delay of justice, it may make an order allowing the depositions to be taken and may make orders of the character provided for by Rules 34 and 35, and thereupon the depositions may be taken and used in the same manner and under the same conditions as are prescribed in these rules for depositions taken in actions pending in the municipal court.

(As amended November 26, 1969.)

Rule 28. Persons Before Whom Depositions may be Taken**28.01 Within the United States**

Within the United States or within a territory or insular possession subject to the jurisdiction of the United States, depositions shall be taken before an officer authorized to administer oaths by the laws of the United States or of the place where the examination is held, or before a person appointed by the court in which the action is pending. The term "officer" as used in Rules 28, 30, 31 and 32 includes a person appointed by the court or designated by the parties under Rule 29. A person so appointed has power to administer oaths and take testimony.

(As amended November 30, 1981.)

28.02 In Foreign Countries

In a foreign country, depositions may be taken (1) on notice before a person authorized to administer oaths in the place in which the examination is held, either by the law thereof or by the law of the United States, or (2) before a person commissioned by the court, and a person so commissioned shall have the power by virtue of his commission to administer any necessary oath and take testimony, or (3) pursuant to a letter rogatory. A commission or a letter rogatory shall be issued on application and notice, and on terms that are just and appropriate. It is not requisite to the issuance of a commission or a letter rogatory that the taking of the deposition in any other manner is impracticable or inconvenient; and both a commission and a letter rogatory may be issued in proper cases. A notice or commission may designate the person before whom the deposition is to be taken either by name or descriptive title. A letter rogatory may be addressed "To the Appropriate Authority in (here name the country)." Evidence obtained in response to a letter rogatory need not be excluded merely for the reason that it is not a verbatim transcript or that the testimony was not taken under oath or for any similar departure from the requirements for depositions taken within the United States under these Rules.

(As amended November 10, 1967, effective February 1, 1968.)

28.03 Disqualification for Interest

No deposition shall be taken before a person who is a relative or employee or attorney or counsel of any of the parties, or is a relative or employee of such attorney or counsel, or is financially interested in the action.

Rule 29. Stipulations Regarding Discovery Procedure

The parties may by stipulation (1) provide that depositions may be taken before any person, at any time or place, upon any notice, and in any manner, and when so taken may be used like other depositions, and (2) modify the procedures provided by these rules for other methods of discovery.

(As amended November 14, 1974, effective January 1, 1975.)

Rule 30. Depositions Upon Oral Examination**30.01 When Depositions May Be Taken**

After commencement of the action, any party may take the testimony of any person, including a party, by deposition upon oral examination. Leave of court, granted with or without notice, must be obtained only if the plaintiff seeks to take a deposition prior to the expiration of 30 days after service of the summons and complaint upon any defendant or service made under Rule 4.04, except that leave is not required (1) if a defendant has served a notice of taking deposition or otherwise sought discovery, or (2) if special notice is given as provided in subdivision 30.02(2) of this rule. The attendance of witnesses may be compelled by subpoena as provided by Rule 45.

(Amended November 14, 1974, effective January 1, 1975.)

30.02 Notice of Examination: General Requirements; Special Notice; Non-Stenographic Recording; Production of Documents and Things; Deposition of Organization

(1) A party desiring to take the deposition of any person upon oral examination shall give reasonable notice in writing to every other party to the action. The notice shall state the time and place for taking the deposition and the name and address of each person to be examined, if known, and, if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs. If a subpoena duces tecum is to be served on the person to be examined, the designation of the materials to be produced as set forth in the subpoena shall be attached to or included in the notice.

(2) Leave of court is not required for the taking of a deposition by plaintiff if the notice (a) states that the person to be examined will be unavailable for examination within the state unless his deposition is taken before expiration of the 30-day period, and (b) sets forth facts to support the statement. The plaintiff's attorney shall sign the notice, and his signature constitutes a certification by him that to the best of his knowledge, information, and belief the statement and supporting facts are true. The sanctions provided by Rule 11 are applicable to the certification.

If a party shows that after he was served with notice under this subdivision (2) he was unable through the exercise of diligence to obtain counsel to represent him at the taking of the deposition of himself or other person, the deposition may not be used against such party.

(3) The court may for cause shown enlarge or shorten the time for taking the deposition.

(4) The court may upon motion order that the testimony at a deposition be recorded by other than stenographic means, in which event the order shall designate the manner of recording, preserving, and filing the deposition, and may include other provisions to assure that the recorded testimony will be accurate and trustworthy. If the order is made, a party may nevertheless arrange to have a stenographic transcription made at his own expense.

(5) The notice to a party deponent may include or be accompanied by a request made in compliance with Rule 34 for the production of documents and tangible things at the taking of the deposition. The procedure of Rule 34 shall apply to the request.

(6) A party may in his notice and in a subpoena name as the deponent a public or private corporation or a partnership or association or governmental agency and describe with reasonable particularity the matters on which examination is requested. In that event, the organization so named shall designate one or more officers, directors, or managing agents, or other persons who consent to testify on its behalf, and may set forth, for each person designated, the matters on which he will testify. A subpoena shall advise a non-party organization of its duty to make such a designation. The persons so designated shall testify as to matters known or reasonably available to the organization. This subdivision (6) does not preclude taking a deposition by any other procedure authorized in these rules.

(As amended March 3, 1959, effective July 1, 1959; November 14, 1974, effective January 1, 1975.)

30.03 Examination and Cross-Examination; Record of Examination; Oath; Objections

Examination and cross-examination of witnesses may proceed as permitted at the trial under the provisions of Rule 43.02. The officer before whom the deposition is to be taken shall put the witness on oath and shall personally, or by someone acting under his direction and in his presence, record the testimony of the witness. The testimony shall be taken stenographically or recorded by any other means ordered in accordance with subdivision 30.02(4) of this rule. If requested by one of the parties, the testimony shall be transcribed.

All objections made at the time of the examination to the qualifications of the officer taking the deposition, or to the manner of taking it, or to the evidence presented, or to the conduct of any party, and any other objection to the proceedings shall be noted by the officer upon the deposition. Evidence objected to shall be taken subject to the objection. In lieu of participating in the oral examination, a party may serve written questions in a sealed envelope on the party taking the deposition and he shall transmit them to the officer, who shall propound them to the witness and record the answers verbatim.

(As amended November 14, 1974, effective January 1, 1975.)

30.04 Motion to Terminate or Limit Examination

At any time during the taking of the deposition, on motion of a party or of the deponent and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the court in which the action is pending or the court in the district where the deposition is being taken may order the officer conducting the examination to cease forthwith from taking the deposition, or may limit the scope and manner of the taking of the deposition as provided in Rule 26.03. If the order made terminates the examination, it shall be resumed thereafter only upon the order of the court in which the action is pending. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order. The provisions of Rule 37.01(4) apply to the award of expenses incurred in relation to the motion.

(As amended November 14, 1974, effective January 1, 1975.)

30.05 Submission to Witness; Changes; Signing

When the testimony is stenographically transcribed, the deposition shall be submitted to the witness for examination and shall be read to or by him, unless such examination and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness within 30 days of its submission

to him, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness, or the fact of the refusal to sign, together with the reason, if any, given therefor; and the deposition may then be used as fully as though signed, unless on a motion to suppress under Rule 32.04(4) the court holds that the reasons given for the refusal to sign require rejection of the deposition in whole or in part.

(As amended November 14, 1974, effective January 1, 1975.)

30.06 Certification and Filing by Officer; Copies; Notice of Filing

(1) The officer shall certify on the deposition that the witness was duly sworn by him and that the deposition is a true record of the testimony given by the witness. Unless otherwise ordered by the court or agreed to by the parties, he shall then securely seal the deposition in an envelope endorsed with the title of the action and marked "Deposition of (herein insert the name of witness)" and shall promptly file it with the clerk of the court in which the action is pending, or send it by registered or certified mail to the clerk thereof for filing.

Documents and things produced for inspection during the examination of the witness, shall, upon the request of a party, be marked for identification and annexed to the deposition, and may be inspected and copied by any party, except that if the person producing the materials desires to retain them he may (a) offer copies to be marked for identification and annexed to the deposition and to serve thereafter as originals, if he affords to all parties fair opportunity to verify the copies by comparison with the originals, or (b) offers the originals to be marked for identification after giving each party an opportunity to inspect and copy them, in which event the materials may then be used in the same manner as if annexed to the deposition. Any party may move for an order that the original be annexed to and returned with the deposition to the court, pending final disposition of the case.

(2) Upon payment of reasonable charges therefor, the officer shall furnish a copy of the deposition to any party or to the deponent.

(3) the party taking the deposition shall give prompt notice of its filing to all other parties.

(As amended March 3, 1959, effective July 1, 1959; as amended November 14, 1974, effective January 1, 1975; amended November 30, 1981.)

30.07 Failure to Attend or to Serve Subpoena; Expenses

(1) If the party giving the notice of the taking of a deposition fails to attend and proceed therewith and another party attends in person or by attorney pursuant to the notice, the court may order the party giving the notice to pay to such other party the amount of the reasonable expenses incurred by him and his attorney in so attending, including reasonable attorney's fees.

(2) If the party giving the notice of the taking of a deposition of a witness fails to serve a subpoena upon him, and the witness because of such failure does not attend, and if another party attends in person or by attorney because he expects the deposition of that witness to be taken, the court may order the party giving the notice to pay to such other party the amount of the reasonable expenses incurred by him and his attorney in so attending, including reasonable attorney's fees.

(As amended November 14, 1974, effective January 1, 1975.)

Rule 31. Depositions of Witnesses Upon Written Questions

31.01 Serving Questions; Notice

After commencement of the action, any party may take the testimony of any person, including a party, by deposition upon written questions. The attendance of witnesses may be compelled by the use of subpoena as provided in Rule 45.

A party desiring to take the deposition upon written questions shall serve them upon every other party with a notice stating (1) the name and address of the person

who is to answer them, if known, and if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs, and (2) the name or descriptive title and address of the officer before whom the deposition is to be taken. A deposition upon written questions may be taken of a public or private corporation or a partnership or association or governmental agency in accordance with the provisions of Rule 30.02(6).

Within 30 days after the notice and written questions are served, a party may serve cross questions upon all other parties. Within 10 days after being served with cross questions, a party may serve redirect questions upon all other parties. Within 10 days after being served with redirect questions, a party may serve recross questions upon all other parties. The court may for cause shown enlarge or shorten the time.

(As amended November 14, 1974, effective January 1, 1975.)

31.02 Officers to Take Responses and Prepare Record

A copy of the notice and copies of all questions served shall be delivered by the party taking the deposition to the officer designated in the notice, who shall proceed promptly, in the manner provided by Rules 30.03, 30.05, and 30.06, to take the testimony of the witness in response to the questions and to prepare, certify, and file or mail the deposition, attaching thereto the copy of the notice and the questions received by him.

(As amended November 14, 1974, effective January 1, 1975.)

31.03 Notice of Filing

When the deposition is filed, the party taking it shall promptly give notice thereof to all other parties.

(As amended November 14, 1974, effective January 1, 1975.)

31.04

(Deleted November 14, 1974, effective January 1, 1975.)

Rule 32. Use of Depositions in Court Proceedings

32.01 Use of Depositions

At the trial or upon the hearing of a motion or an interlocutory proceeding, any part or all of a deposition, so far as admissible under the rules of evidence applied as though the witness were then present and testifying, and subject to the provisions of Rule 32.02, may be used against any party who was present or represented at the taking of the deposition or who had reasonable notice thereof in accordance with any one of the following provisions:

(1) Any deposition may be used by any party for the purpose of contradicting or impeaching the testimony of deponent as a witness or for any purpose permitted by the Minnesota Rules of Evidence.

(2) The deposition of a party or of any one who at the time of taking the deposition was an officer, director, employee or managing agent or a person designated under Rule 30.02(6) or 31.01 to testify on behalf of a public or private corporation, partnership or association or governmental agency which is a party may be used by an adverse party for any purpose.

(3) The deposition of a witness, whether or not a party, may be used by any party for any purpose if the court finds:

(a) that the witness is dead; or

(b) that the witness is at a greater distance than 100 miles from the place of trial or hearing, or is out of the state, unless it appears that the absence of the witness was procured by the party offering the deposition; or

(c) that the witness is unable to attend or testify because of age, sickness, infirmity, or imprisonment; or

(d) that the party offering the deposition has been unable to procure the attendance of the witness by subpoena; or

(e) upon application and notice, that such exceptional circumstances exist as to make it desirable, in the interest of justice and with due regard to the importance of presenting the testimony of witness orally in open court, to allow the deposition to be used.

(4) If only part of a deposition is offered in evidence by a party, an adverse party may require him to introduce any other part which ought in fairness to be considered with the part introduced and any party may introduce any other parts.

Substitution of parties pursuant to Rule 25 does not affect the right to use depositions previously taken; and, when an action has been brought in any court of the United States or any state and another action involving the same subject matter is afterward brought between the same parties or their representatives or successors in interest, all depositions lawfully taken and duly filed in the former action may be used in the latter as if originally taken therefor. A deposition previously taken may also be used as permitted by the Minnesota Rules of Evidence.

(As amended November 14, 1974, effective January 1, 1975; amended November 30, 1981.)

32.02 Objections to Admissibility

Subject to the provisions of Rules 28.02 and 32.04(3), objection may be made at the trial or hearing to receiving in evidence any deposition or part thereof for any reason which would require the exclusion of evidence if the witness were then present and testifying.

(As amended November 14, 1974, effective January 1, 1975.)

32.03 Effect of Taking or Using Depositions

A party does not make a person his own witness for any purpose by taking his deposition. The introduction in evidence of the deposition or any part thereof for any purpose other than that of contradicting or impeaching the deponent makes the deponent the witness of the party introducing the deposition, but this shall not apply to the use by an adverse party of a deposition under subdivision 32.01(2) of this rule. At the trial or hearing, any party may rebut any relevant evidence contained in a deposition whether introduced by him or by any other party.

(As amended November 14, 1974, effective January 1, 1975.)

32.04 Effect of Errors and Irregularities in Depositions

(1) **As to Notice.** All errors and irregularities in the notice for taking a deposition are waived unless written objection is promptly served upon the party giving the notice.

(2) **As to Disqualification of Officer.** Objection to taking a deposition because of disqualification of the officer before whom it is to be taken is waived unless made before the taking of the deposition begins or as soon thereafter as the disqualification becomes known or could be discovered with reasonable diligence.

(3) **As to Taking of Deposition.**

(a) Objections to the competency of a witness or to the competency, relevancy, or materiality of testimony are not waived by failure to make them before or during the taking of the deposition, unless the ground of the objection is one which might have been obviated or removed if presented at that time.

(b) Errors and irregularities occurring at the oral examination in the manner of taking the deposition, in the form of the questions or answers, in the oath or affirmation, or in the conduct of parties, and errors of any kind which might be obviated, removed, or cured if promptly presented, are waived unless seasonable objection thereto is made at the taking of the deposition.

(c) Objections to the form of written questions submitted under Rule 31 are waived unless served in writing upon the party propounding them within the time allowed for serving the succeeding cross or other questions and within 5 days after service of the last questions authorized.

(4) As to Completion and Return of Deposition. Errors and irregularities in the manner in which the testimony is transcribed, preserved or the deposition is prepared, signed, certified, sealed, endorsed, transmitted, filed, or otherwise dealt with by the officer under Rules 30 and 31 are waived unless a motion to suppress the deposition or some part thereof is made with reasonable promptness after such defect is, or with due diligence might have been, ascertained.

(As amended November 14, 1974, effective January 1, 1975.)

Rule 33. Interrogatories to Parties

33.01 Availability; Procedure for Use

(1) Any party may serve upon any other party written interrogatories. Interrogatories may, without leave of court, be served upon the plaintiff after commencement of the action, and upon any other party with or after service of the summons and complaint upon that party. No party may serve more than a total of 50 interrogatories upon any other party unless permitted to do so by the court upon motion, notice and a showing of good cause. In computing the total number of interrogatories each subdivision of separate questions shall be counted as an interrogatory.

(2) The party upon whom the interrogatories have been served shall serve separate written answers or objections to each interrogatory within 30 days after service of the interrogatories, except that a defendant may serve answers or objections within 45 days after service of summons and complaint upon that defendant. The court, on motion and notice and for good cause shown, may enlarge or shorten the time.

(3) Objections shall state with particularity the grounds for the objection and may be served as a part of the document containing the answers or separately. Within 15 days after service of objections to interrogatories, the party proposing the interrogatory shall serve notice of hearing on the objections at the earliest practicable time. Failure to serve said notice shall constitute a waiver of the right to require answers to each interrogatory to which objection has been made. Answers to interrogatories to which objection has been made shall be deferred until the objections are determined.

(4) Answers to interrogatories shall be stated fully in writing and shall be signed under oath by the party served or, if the party served is the state or a corporation or a partnership or an association, by any officer or managing agent, who shall furnish such information as is available. A party shall restate the interrogatory being answered immediately preceding the party's answer to that interrogatory.

(As amended November 10, 1967, effective February 1, 1968; as amended November 14, 1974, effective January 1, 1975.)

33.02 Scope; Use at Trial

Interrogatories may relate to any matters which can be inquired into under Rule 26.02, and the answers may be used to the extent permitted by the rules of evidence.

An interrogatory otherwise proper is not necessarily objectionable merely because an answer to the interrogatory involves an opinion or contention that relates to fact or the application of law to fact, but the court may order that such an interrogatory need not be answered until after designated discovery has been completed or until a pre-trial conference or other later time.

(As amended November 14, 1974, effective January 1, 1975.)

33.03 Option to Produce Business Records

Where the answer to an interrogatory may be derived or ascertained from the business records of the party upon whom the interrogatory has been served or from an examination, audit or inspection of such business records, including a compilation, abstract or summary thereof, and the burden of deriving or ascertaining the answer is substantially the same for the party serving the interrogatory as for the party served, it is a sufficient answer to such interrogatory to specify the records from which the answer may be derived or ascertained and to afford to the party serving the interrogatory reasonable opportunity to examine, audit or inspect such records and to make copies, compilations, abstracts or summaries. A specification shall be in sufficient detail as to permit the interrogating party to locate and to identify, as readily as can the party served, the records from which the answer may be ascertained.

(As amended November 14, 1974, effective January 1, 1975; amended November 30, 1981.)

Rule 34. Production of Documents and Things and Entry Upon Land for Inspection and Other Purposes**34.01 Scope**

Any party may serve on any other party a request (1) to produce and permit the party making the request, or someone acting on his behalf, to inspect and copy, any designated documents (including writings, drawings, graphs, charts, photographs, phono-records, and other data compilations from which information can be obtained, translated, if necessary, by the respondent through detection devices into reasonably usable form), or to inspect and copy, test, or sample any tangible things which constitute or contain matters within the scope of Rule 26.02 and which are in the possession, custody or control of the party upon whom the request is served, or (2) to permit entry upon designated land or other property in the possession or control of the party upon whom the request is served for the purpose of inspection and measuring, surveying, photographing, testing, or sampling the property or any designated object or operation thereon, within the scope of Rule 26.02.

(As amended November 14, 1974, effective January 1, 1975.)

34.02 Procedure

The request may, without leave of court, be served upon the plaintiff after commencement of the action and upon any other party with or after service of the summons and complaint upon that party. The request shall set forth the items to be inspected either by individual item or by category, and describe each item and category with reasonable particularity. The request shall specify a reasonable time, place and manner of making the inspection and performing the related acts.

The party upon whom the request is served shall serve a written response within 30 days after the service of the request, except that a defendant may serve a response within 45 days after service of the summons and complaint upon that defendant. The court may allow a shorter or longer time. The response shall state, with respect to each item or category, that inspection and related activities will be permitted as requested, unless the request is objected to, in which event the reasons for objections shall be stated. If objection is made to part of an item or category, the part shall be specified. The party submitting the request may move for an order under Rule 37 with respect to any objection to or other failure to respond to the request or any part thereof, or any failure to permit inspection as requested. A party who produces documents for inspection shall produce them as they are kept in the usual course of business at the time of the request or, at the option of the producing party, shall organize them to correspond with the categories in the request.

(As amended November 14, 1974, effective January 1, 1975; amended November 30, 1981.)

34.03 Persons Not Parties

This rule does not preclude an independent action against a person not a party for production of documents and things and permission to enter upon land. (As amended November 14, 1974, effective January 1, 1975.)

Rule 35. Physical, Mental and Blood Examination of Persons**35.01 Order of Examinations**

In an action in which the mental or physical condition or the blood relationship of a party, or of an agent of a party, or of a person under control of a party, is in controversy, the court in which the action is pending may order the party to submit to, or produce such agent or person for, a mental or physical or blood examination by a physician. The order may be made only on motion for good cause shown and upon notice to the party or person to be examined and to all other parties and shall specify the time, place, manner, conditions, and scope of the examination and the person or persons by whom it is made.

(As amended March 3, 1959, effective July 1, 1959.)

35.02 Report of Findings

(1) If requested by the party against whom an order is made under Rule 35.01 or by the person examined, the party causing the examination to be made shall deliver to him a copy of a detailed written report of the examining physician setting out his findings and conclusions, together with like reports of all earlier examinations of the same condition. After such request and delivery, the party causing the examination to be made shall be entitled, upon request, to receive from the party or person examined a like report of any examination, previously or thereafter made, of the same mental or physical or blood condition. If the party or person examined refuses to deliver such report, the court, on motion and notice, may make an order requiring delivery on such terms as are just, and, if a physician fails or refuses to make such a report, the court may exclude his testimony if offered at the trial.

(2) By requesting and obtaining a report of the examination so ordered or by taking the deposition of the examiner, the adverse party waives any privilege he may have in that action or any other involving the same controversy regarding the testimony of every other person who has examined or may thereafter examine him or the person under his control in respect of the same mental or physical or blood condition.

(As amended March 3, 1959, effective July 1, 1959.)

35.03 Waiver of Medical Privilege

If at any stage of an action a party voluntarily places in controversy the physical, mental or blood condition of himself, of a decedent, or a person under his control, such party thereby waives any privilege he may have in that action regarding the testimony of every person who has examined or may thereafter examine him or the person under his control in respect of the same mental, physical or blood condition.

(Added November 10, 1967, effective February 1, 1968.)

35.04 Medical Disclosures and Depositions of Medical Experts

When medical privilege has been waived by a party under Rule 35.03, such party within ten days of a written request by any other party,

(a) shall furnish to the requesting party copies of all medical reports previously or thereafter made by any treating or examining medical expert, and

(b) shall provide written authority signed by the party of whom request is made to permit the inspection of all hospital and other medical records, concerning the physical, mental or blood condition of such party as to which privilege has been waived.

Depositions of treating or examining medical experts shall not be taken except upon order of the court for good cause shown upon motion and notice to the parties and upon such terms as the court may provide.

Disclosures under this Rule shall include the conclusions of such treating or examining medical expert.

(Added November 10, 1967, effective February 1, 1968.)

Rule 36. Requests for Admission

36.01 Request for Admission

A party may serve upon any other party a written request for the admission for purposes of the pending action, only, of the truth of any matters within the scope of Rule 26.02 set forth in the request that relate to statements or opinions of fact or of the application of law to fact, including the genuineness of any documents described in the request. Copies of documents shall be served with the request, unless they have been or are otherwise furnished or made available for inspection and copying. The request may, without leave of court, be served upon the plaintiff after commencement of the action and upon any other party with or after service of the summons and complaint upon that party.

Each matter of which an admission is requested shall be separately set forth. The matter is admitted unless within 30 days after service of the request, or within such shorter or longer time as the court may allow the party to whom the request is directed serves upon the party requesting the admission a written answer or objection addressed to the matter, signed by the party or by his attorney, but, unless the court shortens the time, a defendant shall not be required to serve answers or objections before the expiration of 45 days after service of the summons and complaint upon him. If objection is made, the reasons therefor shall be stated. The answer shall specifically deny the matter or set forth in detail the reasons why the answering party cannot truthfully admit or deny the matter. A denial shall fairly meet the substance of the requested admission, and, when good faith requires that a party qualify his answer or deny only a part of the matter of which an admission is requested, he shall specify so much of it as is true and qualify or deny the remainder. An answering party may not give lack of information or knowledge as a reason for failure to admit or deny unless he states that he has made reasonable inquiry and that the information known or readily obtainable by him is insufficient to enable him to admit or deny. A party who considers that a matter of which an admission has been requested presents a genuine issue for trial may not, on that ground alone, object to the request; he may, subject to the provisions of Rule 37.03, deny the matter or set forth reasons why he cannot admit or deny it.

The party who has requested the admissions may move to determine the sufficiency of the answers or objections. Unless the court determines that an objection is justified, it shall order that an answer be served. If the court determines that an answer does not comply with the requirements of this rule, it may order either that the matter is admitted or that an amended answer be served. The court may, in lieu of these orders, determine that final disposition of the request be made at a pre-trial conference or at a designated time prior to trial. The provisions of Rule 37.01(4) apply to the award of expenses incurred in relation to the motion. (As amended November 10, 1967, effective February 1, 1968; as amended November 14, 1974, effective January 1, 1975.)

36.02 Effect of Admission

Any matter admitted under this rule is conclusively established unless the court on motion permits withdrawal or amendment of the admission. Subject to the provisions of Rule 16 governing amendment of a pre-trial order, the court may permit withdrawal or amendment when the presentation of the merits of the action will be subserved thereby and the party who obtained the admission fails to satisfy

the court that withdrawal or amendment will prejudice him in maintaining his action or defense on the merits. Any admission made by a party under this rule is for the purpose of the pending action only and is not an admission by him for any other purpose nor may it be used against him in any other proceeding.

(As amended November 14, 1974, effective January 1, 1975.)

Rule 37. Failure to Make Discovery; Sanctions

37.01 Motion for Order Compelling Discovery

A party, upon reasonable notice to other parties and all persons affected thereby, may apply for an order compelling discovery as follows:

(1) **Appropriate Court.** An application for an order to a party may be made to the court in which the action is pending, or, on matters relating to a deponent's failure to answer questions propounded or submitted under Rule 30 or Rule 31, to the court in the county where the deposition is being taken. An application for an order to a deponent who is not a party shall be made to the court in the county where the deposition is being taken.

(2) **Motion.** If a deponent fails to answer a question propounded or submitted under Rule 30 or Rule 31, or a corporation or other entity fails to make a designation under Rule 30.02(6) or Rule 31.01, or a party fails to answer an interrogatory submitted under Rule 33, or if a party, in response to a request for inspection submitted under Rule 34, fails to respond that inspection will be permitted as requested or fails to permit inspection as requested, the discovering party may move for an order compelling an answer, or a designation, or an order compelling inspection in accordance with the request. When taking a deposition on oral examination, the proponent of the question may complete or adjourn the examination before he applies for an order.

If the court denies the motion in whole or in part, it may make such protective order as it would have been empowered to make on a motion made pursuant to Rule 26.02.

(3) **Evasion or Incomplete Answer.** For purposes of this subdivision an evasive or incomplete answer is to be treated as a failure to answer.

(4) **Award of Expenses of Motion.** If the motion is granted, the court shall, after opportunity for hearing, require the party or deponent whose conduct necessitated the motion or the party or attorney advising such conduct or both of them to pay to the moving party the reasonable expenses incurred in obtaining the order, including attorney's fees, unless the court finds that the opposition to the motion was substantially justified or that other circumstances make an award of expenses unjust.

If the motion is denied, the court shall, after opportunity for hearing, require the moving party or the attorney advising the motion or both of them to pay to the party or deponent who opposed the motion the reasonable expenses incurred in opposing the motion, including attorney's fees, unless the court finds that the making of the motion was substantially justified or that other circumstances make an award of expenses unjust.

If the motion is granted in part and denied in part, the court may apportion the reasonable expenses incurred in relation to the motion among the parties and persons in a just manner.

(As amended November 14, 1974, effective January 1, 1975.)

37.02 Failure to Comply with Order

(1) **Sanctions by Court in County Where Deposition is Taken.** If a deponent fails to be sworn or to answer a question after being directed to do so by the court in the county in which the deposition is being taken, the failure may be considered a contempt of that court.

(2) Sanctions by Court in Which Action is Pending. If a party or an officer, director, employee or managing agent of a party or a person designated under Rule 30.02(6) or Rule 31.01 to testify on behalf of a party fails to obey an order to provide or permit discovery, including an order made under subdivision 37.01 of this rule or Rule 35, the court in which the action is pending may make such orders in regard to the failure as are just, and among others the following:

(a) An order that the matters regarding which the order was made or any other designated facts shall be taken to be established for the purposes of the action in accordance with the claim of the party obtaining the order;

(b) An order refusing to allow the disobedient party to support or oppose designated claims or defenses, or prohibiting him from introducing designated matters in evidence;

(c) An order striking out pleadings or parts thereof, or staying further proceedings until the order is obeyed, or dismissing the action or proceeding or any part thereof, or rendering a judgment by default against the disobedient party;

(d) In lieu of any of the foregoing orders or in addition thereto, an order treating as a contempt of court the failure to obey any orders except an order to submit to a physical or mental examination;

(e) Where a party has failed to comply with an order under Rule 35.01 requiring him to produce another for examination, such orders as are listed in paragraphs (a), (b), and (c) of this subdivision, unless the party failing to comply shows that he is unable to produce such person for examination.

In lieu of any of the foregoing orders or in addition thereto, the court shall require the party failing to obey the order or the attorney advising him or both to pay the reasonable expenses, including attorney's fees, caused by the failure, unless the court finds that the failure was substantially justified or that other circumstances make an award of expenses unjust.

(As amended March 3, 1959, effective July 1, 1959; as amended November 14, 1974, effective January 1, 1975.)

37.03 Expenses on Failure to Admit

If a party fails to admit the genuineness of any documents or the truth of any matter as requested under Rule 36, and if the party requesting the admissions thereafter proves the genuineness of the document or the truth of any such matter, he may apply to the court for an order requiring the other party to pay him the reasonable expenses incurred in making that proof, including reasonable attorney's fees. The court shall make the order unless it finds that (1) the request was held objectionable pursuant to Rule 36.01, or (2) the admission sought was of no substantial importance, or (3) the party failing to admit had reasonable ground to believe that he might prevail on the matter, or (4) there was other good reason for the failure to admit.

(As amended November 14, 1974, effective January 1, 1975.)

37.04 Failure of Party to Attend at Own Deposition or Serve Answers

If a party or an officer, director, employee or managing agent of a party or a person designated under Rule 30.02(6) or Rule 31.01 to testify on behalf of a party fails (1) to appear before the officer who is to take his deposition, after being served with a proper notice, or (2) to serve answers or objections to interrogatories submitted under Rule 33, after proper service of the interrogatories, or (3) to serve a written response to a request for inspection submitted under Rule 34, after proper service of the request, the court in which the action is pending on motion may make such orders in regard to the failure as are just, and among others it may take any action authorized under paragraphs (a), (b), and (c) of subdivision 37.02(2) of this rule. In lieu of any order or in addition thereto, the court shall require the party failing to act or the attorney advising him or both to pay the reasonable expenses,

including attorney's fees, caused by the failure, unless the court finds that the failure was substantially justified or that other circumstances make an award of expenses unjust.

The failure to act described in this subdivision may not be excused on the ground that the discovery sought is objectionable unless the party failing to act has applied for a protective order as provided by Rule 26.03.

(As amended November 14, 1974, effective January 1, 1975.)

VI. TRIALS

Rule 38. Jury Trial of Right

38.01 Right Preserved

In actions for the recovery of money only, or of specific personal property, the issues of fact shall be tried by a jury of 6 unless a jury of 12 is demanded or a different number of jurors be agreed upon or a jury trial be waived.

38.02 Waiver

In actions arising on contract, and by permission of the court in other actions, any party thereto may waive a jury trial in the manner following:

- (1) By failing to appear at the trial;
- (2) By written consent, by the party or his attorney, filed with the clerk;
- (3) By oral consent in open court, entered in the minutes.

38.03 Placing Action on Calendar

A party desiring to have an action placed on the calendar for trial shall, after issue is joined, prepare a note of issue setting forth the title of the action, whether the issue is one of fact or of law, and if an issue of fact, whether it is triable by court or by jury, whether a jury of 12 is demanded, and the names and addresses and the telephone numbers of the respective counsel, and shall serve the same on counsel for all parties not in default and file it, with proof of service, with the clerk within 10 days after such service, and thereupon the action shall be placed on the calendar for trial and shall remain thereon from term to term until tried or stricken therefrom. The party serving a note of issue shall, and any other party may, serve a note of issue upon counsel for any person who becomes a party to the action subsequent to the initial service.

(As amended March 3, 1959, effective July 1, 1959; amended November 10, 1967, effective February 1, 1968.)

Rule 39. Trial by Jury or by the Court

39.01 By Court

Issues of fact not submitted to a jury as provided in Rule 38 shall be tried by the court.

(Formerly Rule 39. Designated as Rule 39.01, November 10, 1967, effective February 1, 1968.)

39.02 Preliminary Instructions in Jury Trials

After the jury has been impaneled and sworn, and before opening statements of counsel, the court may instruct the jury as to the respective claims of the parties and as to such other matters as will aid the jury in comprehending the trial procedure and sequence to be followed. Preliminary instructions may also embrace such matters as burden of proof and preponderance of evidence, the elements which the jury may consider in weighing testimony or determining credibility of witnesses, rules applicable to opinion evidence, and such other rules of law as the court may deem essential to the proper understanding of the evidence.

(Added November 10, 1967, effective February 1, 1968.)

39.03 Opening Statements by Counsel

Before any evidence is introduced, plaintiff may make an opening statement; whereupon any other party may make an opening statement or may reserve the same until his case in chief is opened. Opening statements may be waived by any party to the action without affecting the right of any other party to make such an opening statement.

(Added November 10, 1967, effective February 1, 1968.)

Rule 40. Assignment of Cases for Trial

The judges of the court may, by order or by rule of court, provide for the setting of cases for trial upon the calendar, the order in which they shall be heard and the resetting thereof.

Rule 41. Dismissal of Actions**41.01 Voluntary Dismissal; Effect Thereof**

(1) **By Plaintiff; by Stipulation.** Subject to the provisions of Rule 23.03 an action may be dismissed by the plaintiff without order of court (a) by filing a notice of dismissal not less than 10 days before the day on which the action is first set for trial, if a counterclaim has not been made or other affirmative relief demanded in the answer, or (b) by filing a stipulation of dismissal signed by all parties who have appeared in the action. Unless otherwise stated in the notice of dismissal or stipulation, the dismissal is without prejudice, except that a notice of dismissal operates as an adjudication upon the merits when filed by a plaintiff who has once dismissed in any court of the United States or of any state an action based on or including the same claim.

(2) **By Order of Court.** Except as provided in paragraph (1) of this rule, an action shall not be dismissed at the plaintiff's instance save upon order of the court and upon such terms and conditions as the court deems proper. If a counterclaim has been pleaded by a defendant prior to the service upon him of the plaintiff's motion to dismiss, the action shall not be dismissed against the defendant's objection unless the counterclaim can remain pending for independent adjudication by the court. Unless otherwise specified in the order, a dismissal under this paragraph is without prejudice.

41.02 Involuntary Dismissal; Effect Thereof

(1) The court may on its own motion, or upon motion of a party, and upon such notice as it may prescribe, dismiss an action or claim for failure to prosecute or to comply with these rules or any order of the court.

(2) After the plaintiff has completed the presentation of his evidence, the defendant, without waiving his right to offer evidence in the event the motion is not granted, may move for a dismissal on the ground that upon the facts and the law the plaintiff has shown no right to relief. In an action tried by the court without a jury the court as trier of the facts may then determine them and render judgment against the plaintiff or may decline to render any judgment until the close of all the evidence. If the court renders judgment on the merits against the plaintiff, the court shall make findings as provided in Rule 52.01.

(3) Unless the court in its order for dismissal otherwise specifies, a dismissal under this rule and any dismissal not provided for in this rule or in Rule 41.01, other than a dismissal for lack of jurisdiction, for forum non conveniens or for failure to join a party indispensable under Rule 19, operates as an adjudication upon the merits.

(As amended March 3, 1959, effective July 1, 1959; amended November 10, 1967, effective February 1, 1968.)

41.03 Dismissal of Counterclaim, Cross-Claim, or Third-Party Claim

The provisions of Rules 41.01 and 41.02 apply to the dismissal of any counterclaim, cross-claim, or third-party claim.

41.04 Costs of Action Previously Dismissed

If a plaintiff who has once dismissed an action in any court commences an action based upon or including the same claim against the same defendant, the court may make such order for the payment of costs of the action previously dismissed as it may deem proper and may stay the proceedings in the action until the plaintiff has complied with the order.

Rule 42. Consolidation; Separate Trials**42.01 Consolidation**

When actions involving a common question of law or fact are pending before the court, it may order a joint hearing or trial of any or all the matters in issue in the actions; it may order all the actions consolidated; and it may make such orders concerning proceedings therein as may tend to avoid unnecessary costs or delay.

42.02 Separate Trials

The court, in furtherance of convenience or to avoid prejudice, or when separate trials will be conducive to expedition and economy, may order a separate trial of any claim, cross-claim, counterclaim, or third-party claim, or of any separate issue or of any number of claims, crossclaims, counterclaims, third-party claims, or issues. (As amended November 10, 1967, effective February 1, 1968.)

Rule 43. Evidence**43.01 Form and Admissibility**

In all trials the testimony of witnesses shall be taken orally in open court, unless otherwise provided by these rules. All evidence shall be admitted which is admissible under the statutes of this state, or under the rules of evidence heretofore applied in the trials of actions in the courts of this state. In any case, the statute or rule which favors the reception of the evidence governs, and the evidence shall be presented according to the most convenient method prescribed in any of the statutes or rules to which reference is herein made. The competency of a witness to testify shall be determined in like manner.

43.02 Examination of Hostile Witnesses and Adverse Parties

A party may interrogate an unwilling or hostile witness by leading questions. A party may call an adverse party or his managing agent or employee or an officer, director, managing agent or employee of the state or any political subdivision thereof or of a public or private corporation or of a partnership or association or body politic which is an adverse party, and interrogate him by leading questions and contradict and impeach him on material matters in all respects as if he had been called by the adverse party. Where the witness is an adverse party he may be examined by his counsel upon the subject matter of his examination in chief under the rules applicable to direct examination, and may be cross-examined, contradicted and impeached by any other party adversely affected by his testimony. Where the witness is an officer, director, managing agent or employee of the adverse party he may be cross-examined, contradicted and impeached by any party to the action. (As amended May 8, 1959, effective July 1, 1959.)

43.03 Record of Excluded Evidence

In an action tried by a jury, if an objection to a question propounded to a witness is sustained by the court, the examining attorney may make a specific offer of what he expects to prove by the answer of the witness. The court may require the offer to be made out of the hearing of the jury. The court may add such other or further statement as clearly shows the character of the evidence, the form in

which it was offered, the objection made, and the ruling thereon. In actions tried without a jury the same procedure may be followed, except that the court, upon request, shall take and report the evidence in full, unless it clearly appears that the evidence is not admissible on any ground or that the witness is privileged.

43.04 Affirmation in Lieu of Oath

Whenever under these rules an oath is required to be taken, a solemn affirmation may be accepted in lieu thereof.

43.05 Evidence and Motions

When a motion is based on facts not appearing of record, the court may hear the matter on affidavits presented by the respective parties, but the court may direct that the matter be heard wholly or partly on oral testimony or depositions.

43.06 Res Ipsa Loquitur

Res ipsa loquitur shall be regarded as nothing more than one form of circumstantial evidence creating a permissive inference of negligence. The plaintiff shall be given the benefit of its natural probative force existing at the close of all the evidence even though he has introduced specific evidence of negligence or made specific allegations of negligence in his pleadings.

43.07 Interpreters

The court may appoint an interpreter of its own selection and may fix his reasonable compensation. The compensation shall be paid out of funds provided by law or by one or more of the parties as the court may direct, and may be taxed ultimately as costs, in the discretion of the court.

(Added November 10, 1967, effective February 1, 1968.)

Rule 44. Proof of Official Record

44.01 Authentication

(1) **Domestic.** An official record kept within the United States, or any state, district, commonwealth, territory, or insular possession thereof, or within the Panama Canal Zone, the Trust Territory of the Pacific Islands, or the Ryukyu Islands, or an entry therein, when admissible for any purpose, may be evidenced by an official publication thereof or by a copy attested by the officer having the legal custody of the record, or by his deputy, and accompanied by a certificate that such officer has the custody. The certificate may be made by a judge of a court of record of the district or political subdivision in which the record is kept, authenticated by the seal of the court, or may be made by any public officer having a seal of office and having official duties in the district or political subdivision in which the record is kept, authenticated by the seal of his office.

(2) **Foreign.** A foreign official record, or an entry therein, when admissible for any purpose, may be evidenced by an official publication thereof; or a copy thereof, attested by a person authorized to make the attestation, and accompanied by a final certification as to the genuineness of the signature and official position (i) of the attesting person, or (ii) of any foreign official whose certificate of genuineness of signature and official position relates to the attestation or is in a chain of certificates of genuineness of signature and official position relating to the attestation. A final certification may be made by a secretary of embassy or legation, consul general, consul, vice consul, or consular agent of the United States, or a diplomatic or consular official of the foreign country assigned or accredited to the United States. If reasonable opportunity has been given to all parties to investigate the authenticity and accuracy of the documents, the court may, for good cause shown, (i) admit an attested copy without final certification or (ii) permit the foreign official record to be evidenced by an attested summary with or without a final certification.

(As amended November 10, 1967, effective February 1, 1968.)

44.02 Lack of Record

A written statement that after diligent search no record or entry of a specified tenor is found to exist in the records designated by the statement, authenticated as provided in Rule 44.01(1) in the case of a domestic record, or complying with the requirements of Rule 44.01(2) for a summary in the case of a foreign record, is admissible as evidence that the records contain no such record or entry.

(As amended November 10, 1967, effective February 1, 1968.)

44.03 Other Proof

This rule does not prevent the proof of official records or of entry or lack of entry therein by any other method authorized by law.

(As amended November 10, 1967, effective February 1, 1968.)

44.04 Determination of Foreign Law

A party who intends to raise an issue concerning the law of a foreign country shall give notice in his pleadings or other reasonable written notice. The court, in determining foreign law, may consider any relevant material or source, including testimony, whether or not submitted by a party or admissible under Rule 43. The court's determination shall be treated as a ruling on a question of law.

(Added November 10, 1967, effective February 1, 1968.)

Rule 45. Subpoena**45.01 For Attendance of Witnesses; Form; Issuance**

Every subpoena shall be issued by the clerk under the seal of the court, shall state the name of the court and the title of the action, and shall command each person to whom it is directed to attend and give testimony at a time and place therein specified. The clerk shall issue a subpoena, or a subpoena for the production of documentary evidence or tangible things, signed and sealed, but otherwise in blank, to a party requesting it, who shall fill it in before service.

45.02 For Production of Documentary Evidence

A subpoena may also command the person to whom it is directed to produce the books, papers, documents, or tangible things designated therein; but the court, upon motion made promptly, and in any event at or before the time specified in the subpoena for compliance therewith, may (1) quash or modify the subpoena if it is unreasonable or oppressive, or (2) condition denial of the motion upon the advancement by the person in whose behalf the subpoena is issued of the reasonable cost of producing the books, papers, documents, or tangible things.

45.03 Service

A subpoena may be served by a proper officer or any other person who is not a party. Service of a subpoena upon a person named therein shall be made by delivering a copy thereof to such person or by leaving a copy at his usual place of abode with some person of suitable age and discretion then residing therein and by tendering to him the fees for one day's attendance and the mileage allowed by law. When the subpoena is issued on behalf of the state of Minnesota or an officer or agency thereof, fees and mileage need not be tendered. A subpoena issuing out of any municipal court may be served at any place within the state.

(As amended March 3, 1959, effective July 1, 1959.)

45.04 Subpoena for Taking Depositions; Place of Examination

(1) Proof of service of notice to take a deposition as provided in Rules 30.02 and 31.01 or in a state where the action is pending constitutes a sufficient authorization for the issuance of subpoenas for the persons named or described therein. The subpoena may command the person to whom it is directed to produce and permit inspection and copying of designated books, papers, documents, or tangible things which constitute or contain matters within the scope of the examination permitted

by Rule 26.02, but in that event the subpoena will be subject to the provisions of Rules 26.03 and 45.04(2).

(2) The person to whom the subpoena is directed may, within 10 days after service thereof or on or before the time specified in the subpoena for compliance if such time is less than 10 days after service, serve upon the attorney designated in the subpoena written objection to the production, inspection or copying of any or all of the designated materials. If objection is made, the party serving the subpoena shall not be entitled to the production of, nor the right to inspect and copy the materials except pursuant to an order of the court from which the subpoena was issued. The party serving the subpoena may, if objection has been made, move upon notice to the deponent for an order at any time before or during the taking of the deposition.

(3) A resident of this state may be required to attend an examination only in the county wherein he resides or is employed or transacts his business in person, or at such other convenient place as is fixed by an order of court. A nonresident of the state may be required to attend in any county of the state.

(As amended November 14, 1974, effective January 1, 1975; amended and effective January 12, 1981.)

45.05 Subpoena for a Hearing or Trial

At the request of any party, the clerk of the municipal court shall issue subpoenas for witnesses in all civil cases pending before the court.

45.06 Contempt

Failure to attend as a witness is contempt of court, and, if the subpoena issues out of a municipal court, may be punished by a fine not exceeding \$100, or by imprisonment in jail not exceeding 90 days.

Rule 46. Exceptions Unnecessary

Formal exceptions to rulings or orders of the court are unnecessary; but for all purposes for which an exception has heretofore been taken it is sufficient that a party, at the time the ruling or order of the court is made or sought, makes known to the court the action which he desires the court to take or his objection to the action of the court and his grounds therefor; and, if a party has no opportunity to object to a ruling or order at the time it is made, the absence of an objection does not thereafter prejudice him. A minute of the objection to the ruling or order shall be made by the judge or reporter.

(As amended November 26, 1969.)

Rule 47. Jurors

47.01 Examination of Jurors

The court may permit the parties or their attorneys to conduct the examination of prospective jurors or may itself conduct the examination. In the latter event, the court shall permit the parties or their attorneys to supplement the examination by such further inquiry as it deems proper.

47.02 Alternate Jurors

The court may direct that one or two jurors in addition to the regular panel be called and impanelled to sit as alternate jurors. Alternate jurors, in the order in which they are called, shall replace jurors who, prior to the time the jury retires to consider its verdict, become unable or disqualified to perform their duties. Alternate jurors shall be drawn in the same manner, shall have the same qualifications, shall be subject to the same examination and challenges, shall take the same oath, and shall have the same functions, powers, facilities, and privileges as the principal jurors. An alternate juror who does not replace a principal juror shall be discharged after the jury retires to consider its verdict. If one or two alternate jurors are called, each party is entitled to one peremptory challenge in addition to those otherwise

allowed by law. The additional peremptory challenge may be used only against an alternate juror, and the other peremptory challenges allowed by law shall not be used against the alternates.

47.03 Separation of Jury

After the jury has retired for its deliberations, the court, in its discretion, may permit the jury to separate overnight and return to its deliberations the following morning.

(Added November 10, 1967, effective February 1, 1968.)

Rule 48. Juries of Less than Twelve; Majority Verdict

The parties may stipulate that the jury shall consist of any number less than 12, or that a verdict or a finding of a stated majority of the jurors shall be taken as the verdict or finding of the jury.

Rule 49. Special Verdicts and Interrogatories

49.01 Special Verdicts

(1) The court may require a jury to return only a special verdict in the form of a special written finding upon each issue of fact. In that event the court may submit to the jury written questions susceptible of categorical or other brief answer or may submit written forms of the several special findings which might properly be made under the pleadings and evidence; or it may use such other method of submitting the issues and require written findings thereon as it deems most appropriate. The court shall give to the jury such explanations and instructions concerning the matter thus submitted as may be necessary to enable the jury to make its findings upon each issue. If in so doing the court omits any issue of fact raised by the pleadings or by the evidence, each party waives his right to a trial by jury of the issue so omitted unless before the jury retires he demands its submission to the jury. As to an issue omitted without such demand, the court may make a finding; or, if it fails to do so, it shall be deemed to have made a finding in accord with the judgment on the special verdict. Except as provided in Rule 49.01(2), neither the court nor counsel shall inform the jury of the effect of its answers on the outcome of the case.

(2) In actions involving Minn. Stat. 1971, Sec. 604.01, the court shall inform the jury of the effect of its answers to the percentage of negligence question and shall permit counsel to comment thereon, unless the court is of the opinion that doubtful or unresolved questions of law, or complex issues of law or fact are involved, which may render such instruction or comment erroneous, misleading or confusing to the jury.

(As amended January 5, 1973.)

49.02 General Verdict Accompanied by Answer to Interrogatories

The court may submit to the jury, together with appropriate forms for a general verdict, written interrogatories upon one or more issues of fact the decision of which is necessary to a verdict. The court shall give such explanation or instruction as may be necessary to enable the jury both to make answers to the interrogatories and to render a general verdict, and the court shall direct the jury both to make written answers and to render a general verdict. When the general verdict and the answers are harmonious, the court shall direct the entry of the appropriate judgment upon the verdict and answers. When the answers are consistent with each other, but one or more is inconsistent with the general verdict, the court may direct the entry of judgment in accordance with the answers, notwithstanding the general verdict, or may return the jury for further consideration of its answers and verdict, or may order a new trial. When the answers are inconsistent with each other and one or more is likewise inconsistent with the general verdict, the court shall not direct the entry of judgment, but may return the jury for further consideration of its answers and verdict, or may order a new trial.

Rule 50. Motion for a Directed Verdict; Judgment Notwithstanding Verdict; Alternative Motion**50.01 Directed Verdict; When Made; Effect**

A motion for a directed verdict may be made at the close of the evidence offered by an opponent or at the close of all the evidence. A party who moves for a directed verdict at the close of the evidence offered by an opponent shall, after denial of the motion, have the right to offer evidence as if the motion had not been made. A motion for a directed verdict which is not granted is not a waiver of trial by jury even though all parties to the action have moved for directed verdicts. A motion for a directed verdict shall state the specific grounds therefor. If the evidence is sufficient to sustain a verdict for the opponent, the motion shall not be granted. The order of the court granting the motion for a directed verdict is effective without any assent of the jury.

(As amended November 10, 1967, effective February 1, 1968.)

50.02 Judgment Notwithstanding Verdict

(1) A party may move that judgment be entered notwithstanding the verdict or notwithstanding the jury has disagreed and been discharged, whether or not he has moved for a directed verdict, and the court shall grant the motion if the moving party would have been entitled to a directed verdict at the close of the evidence.

(2) A motion for judgment notwithstanding the verdict may include in the alternative a motion for a new trial.

(3) A motion for judgment notwithstanding the verdict or notwithstanding the jury has disagreed and been discharged shall be made within the time specified in Rule 59 for the making of a motion for a new trial and may be made on the files, exhibits and minutes of the court. On a motion for judgment notwithstanding the jury has disagreed and been discharged, the date of discharge shall be the equivalent of the date of rendition of a verdict within the meaning of that rule, but such motion must in any event be made before a retrial of the action is begun.

(4) If the motion for judgment notwithstanding the verdict is granted, the court shall also rule on the motion for a new trial, if any, by determining whether it should be granted if the judgment is thereafter vacated or reversed, and shall specify the grounds for granting or denying the motion for the new trial. If the motion for a new trial is thus conditionally granted, the order thereon does not affect the finality of the judgment. In case the motion for a new trial has been conditionally granted and the judgment is reversed on appeal, the new trial shall proceed unless the appellate court has otherwise ordered. In case the motion for a new trial has been conditionally denied, the respondent on appeal may assert error in that denial; and if the judgment is reversed on appeal, subsequent proceedings shall be in accordance with the order of the appellate court.

(5) The party whose verdict has been set aside on motion for judgment notwithstanding the verdict may serve a motion for a new trial pursuant to Rule 59 except that the times for serving and hearing said motion shall be determined from the date of notice of the trial court's order granting judgment notwithstanding rather than the date the verdict is returned.

(6) If the motion for judgment notwithstanding the verdict is denied, the party who prevailed on that motion may, as respondent, assert grounds entitling him to a new trial in the event the appellate court concludes that the trial court erred in denying the motion for judgment notwithstanding the verdict. If the appellate court reverses the judgment, nothing in this rule precludes it from determining that the respondent is entitled to a new trial, or from directing the trial court to determine whether a new trial shall be granted.

(As amended November 10, 1967, effective February 1, 1968.)

Rule 51. Instructions to Jury; Objection

At the close of the evidence or at such earlier time during the trial as the court reasonably directs, any party may file written requests that the court instruct the jury on the law as set forth in the requests. The court shall inform the counsel of its proposed action upon the requests prior to their arguments to the jury, and such action shall be made a part of the record. The court shall instruct the jury after the arguments are completed except, at the discretion of the court, preliminary instructions need not be repeated. No party may assign as error unintentional misstatements and verbal errors, or omissions in the charge, unless he objects thereto before the jury retires to consider its verdict, stating distinctly the matter to which he objects and the grounds of his objections. An error in the instructions with respect to fundamental law or controlling principle may be assigned in a motion for a new trial though it was not otherwise called to the attention of the court.

(As amended November 10, 1967, effective February 1, 1968; as amended January 5, 1973.)

Rule 52. Findings by the Court**52.01 Effect**

In all actions tried upon the facts without a jury, the court shall find the facts specially and state separately its conclusions of law thereon and direct the entry of the appropriate judgment. Requests for findings are not necessary for purposes of review. Findings of fact shall not be set aside unless clearly erroneous, and due regard shall be given to the opportunity of the trial court to judge the credibility of the witnesses. Findings of facts and conclusions of law are unnecessary on decisions of motions under Rules 12 or 56 or any other motion except as provided in Rule 41.02.

52.02 Amendment

Upon motion of a party made not later than the time allowed for a motion for new trial pursuant to Rule 59.03, the court may amend its findings or make additional findings, and may amend the judgment accordingly if judgment has been entered. The motion may be made with a motion for a new trial and may be made on the files, exhibits, and minutes of the court. When findings of fact are made in actions tried by the court without a jury, the question of the sufficiency of the evidence to support the findings may thereafter be raised whether or not the party raising the question has made in the municipal court an objection to such findings or has made a motion to amend them or a motion for judgment.

(As amended March 3, 1959, effective July 1, 1959; November 10, 1967, effective February 1, 1968.)

Rule 54. Judgments; Costs**54.01 Definition; Form**

Judgment as used in these rules means the final determination of the rights of the parties in an action or proceeding. A judgment shall not contain a recital of pleadings, or the record of prior proceedings.

54.02 Judgment Upon Multiple Claims

When multiple claims for relief or multiple parties are involved in an action, the court may direct the entry of a final judgment as to one or more but fewer than all of the claims or parties only upon an express determination that there is no just reason for delay and upon an express direction for the entry of judgment. In the absence of such determination and direction, any order or other form of decision, however designated, which adjudicates fewer than all the claims or the rights and liabilities of fewer than all the parties shall not terminate the action as to any of the claims or parties, and the order or other form of decision is subject to revision at any

time before the entry of judgment adjudicating all the claims and the rights and liabilities of all the parties.

(As amended March 3, 1959, effective July 1, 1959.)

54.03 Demand for Judgment

A judgment by default shall not be different in kind from or exceed in amount that prayed for in the demand for judgment. Except as to a party against whom a judgment is entered by default, every other judgment shall grant the relief to which the party in whose favor it is rendered is entitled.

54.04 Costs

Costs and disbursements shall be allowed as provided by statute. Costs and disbursements may be taxed by the clerk on two days' notice, and inserted in the judgment. The disbursements shall be stated in detail and verified by affidavit, which shall be filed, and a copy of such statement and affidavit shall be served with the notice. The party objecting to any item shall specify in writing the ground thereof; a party aggrieved by the action of the clerk may file a notice of appeal with the clerk, who shall forthwith certify the matter to the court. The appeal shall be heard upon eight days' notice and determined upon the objections so certified.

Rule 55. Default

55.01 Judgment

When a party against whom a judgment for affirmative relief is sought has failed to plead or otherwise defend within the time allowed therefor by these rules or by statute, and that fact is made to appear by affidavit, judgment by default shall be entered against him as follows:

(1) When the plaintiff's claim against a defendant is upon a contract for the payment of money only, or for the payment of taxes and penalties and interest thereon owing to the state, the clerk, upon request of the plaintiff and upon affidavit of the amount due, which may not exceed the amount demanded in the complaint, shall enter judgment for the amount due and costs against the defendant.

(2) In all other cases, the party entitled to a judgment by default shall apply to the court therefor. If a party against whom judgment is sought has appeared in the action, he shall be served with written notice of the application for judgment at least three days prior to the hearing on such application. If the action be one for the recovery of money only, the court shall ascertain the amount to which the plaintiff is entitled, and order judgment therefor.

(3) If other relief than the recovery of money be demanded and the taking of an account, or the proof of any fact, be necessary to enable the court to give judgment, it may take or hear the same, and order judgment accordingly.

(4) When service of the summons has been made by published notice, or by delivery of a copy without the territorial limits of the court, no judgment shall be entered on default until the plaintiff shall have filed a bond, approved by the court, conditioned to abide such order as the court may make touching the restitution of any property collected or obtained by virtue of the judgment in case a defense is thereafter permitted and sustained.

(As amended March 3, 1959, effective July 1, 1959.)

* (4) When service of the summons has been made by published notice, or by delivery of a copy without the state, no judgment shall be entered on default until the plaintiff shall have filed a bond, approved by the court, conditioned to abide such order as the court may make touching the restitution of any property collected or obtained by virtue of the judgment in case a defense is thereafter permitted and sustained; provided, that in actions involving the title to real estate or to foreclose mortgages thereon such bond shall not be required.

** NOTE: Rule 55.01, subdivision 4, of the Minnesota Rules of Civil Procedure for Municipal Courts, insofar as it applies to county courts, was amended by order of the Supreme Court dated January 22, 1973.*

55.02 Plaintiffs; Counterclaimants; Cross-Claimants

The provisions of this rule apply whether the party entitled to judgment by default is a plaintiff, a third-party plaintiff, or a party who has pleaded a cross-claim or counterclaim. In all cases, a judgment by default is subject to the limitations of Rule 54.03.

Rule 56. Summary Judgment

56.01 For Claimant

A party seeking to recover upon a claim, counterclaim, or cross-claim may, at any time after the expiration of 20 days from the commencement of the action or after service of a motion for summary judgment by the adverse party, move with or without supporting affidavits for a summary judgment in his favor upon all or any part thereof.

(As amended November 10, 1967, effective February 1, 1968.)

56.02 For Defendant Party

A party against whom a claim, counterclaim, or cross-claim is asserted may, at any time, move with or without supporting affidavits for a summary judgment in his favor as to all or any part thereof.

56.03 Motion and Proceedings Thereon

The motion shall be served at least 10 days before the time fixed for the hearing. The adverse party prior to the day of hearing may serve opposing affidavits. Judgment shall be rendered forthwith if the pleadings, dispositions, answers to interrogatories, and admissions on file, together with the affidavits, if any, show that there is no genuine issue as to any material fact and that either party is entitled to a judgment as a matter of law. A summary judgment, interlocutory in character, may be rendered on the issue of liability alone although there is a genuine issue as to the amount of damages.

(As amended March 3, 1959, effective July 1, 1959.)

56.04 Case Not Fully Adjudicated on Motion

If, on motion under this rule, judgment is not rendered upon the whole case or for all the relief asked and a trial is necessary, the court at the hearing of the motion, by examining the pleadings and the evidence before it and by interrogating counsel, shall, if practicable, ascertain what material facts exist without substantial controversy and what material facts are actually and in good faith controverted. It shall thereupon make an order specifying the facts that appear without substantial controversy, including the extent to which the amount of damages or other relief is not in controversy, and directing such further proceedings in the action as are just. Upon the trial of the action the facts so specified shall be deemed established, and the trial shall be conducted accordingly.

56.05 Form of Affidavits; Further Testimony; Defense Required

Supporting and opposing affidavits shall be made on personal knowledge, shall set forth such facts as would be admissible in evidence, and shall show affirmatively that the affiant is competent to testify to the matters stated therein. Sworn or certified copies of all papers or parts thereof referred to in an affidavit shall be attached thereto or served therewith. The court may permit affidavits to be supplemented or opposed by depositions or by further affidavits. When a motion for summary judgment is made and supported as provided in Rule 56, an adverse party may not rest upon the mere averments or denials of his pleading but must

present specific facts showing that there is a genuine issue for trial. If he does not so respond, summary judgment, if appropriate, shall be entered against him. (As amended March 3, 1959, effective July 1, 1959.)

56.06 When Affidavits Are Unavailable

Should it appear from the affidavits of a party opposing the motion that he cannot for reasons stated present, by affidavit, facts essential to justify his opposition, the court may refuse the application for judgment or may order a continuance to permit affidavits to be obtained or depositions to be taken or discovery to be had or may make such other order as is just.

56.07 Affidavits Made in Bad Faith

Should it appear to the satisfaction of the court at any time that any of the affidavits presented pursuant to this rule are presented in bad faith or solely for the purpose of delay, the court shall forthwith order the party employing them to pay to the other party the amount of the reasonable expenses which the filing of the affidavits caused him to incur, including reasonable attorney's fees, and any offending party or attorney may be adjudged guilty of contempt.

Rule 58. Entry of Judgment; Stay

58.01 Entry

Unless the court otherwise directs, and subject to the provisions of Rule 54.02, judgment upon the verdict of a jury, or upon an order of the court for the recovery of money only or for costs or that all relief be denied, shall be entered forthwith by the clerk; but the court shall direct the appropriate judgment to be entered upon a special verdict or upon a general verdict accompanied by answers to interrogatories returned by a jury pursuant to Rule 49 or upon an order of the court for relief other than money or costs. Entry of judgment shall not be delayed for the taxation of costs, and the omission of costs shall not affect the finality of the judgment. The judgment in all cases shall be entered and signed by the clerk in the judgment roll; this entry constitutes the entry of the judgment; and the judgment is not effective before such entry.

(As amended March 3, 1959, effective July 1, 1959; amended July 16, 1981.)

58.02 Stay

The court may order a stay of entry of judgment upon a verdict or decision for a period not exceeding the time required for the hearing and determination of a motion for new trial or for judgment notwithstanding the verdict or to set the verdict aside or to dismiss the action or for amended findings, and after such determination may order a stay of entry of judgment for not more than 30 days. In granting a stay of entry of judgment under this rule for any period exceeding thirty (30) days after verdict or decision, the court, in its discretion, may impose such conditions for the security of the adverse party as may be deemed proper.

(As amended March 3, 1959, effective July 1, 1959; November 10, 1967, effective February 1, 1968.)

Rule 59. New Trials

59.01 Grounds

A new trial may be granted to all or any of the parties and on all or part of the issues for any of the following causes:

(1) Irregularity in the proceedings of the court, jury, or prevailing party, or any order or abuse of discretion, whereby the moving party was deprived of a fair trial;

(2) Misconduct of the jury or prevailing party;

(3) Accident or surprise which could not have been prevented by ordinary prudence;

(4) Material evidence, newly discovered, which with reasonable diligence could not have been found and produced at the trial;

(5) Excessive or insufficient damages, appearing to have been given under the influence of passion or prejudice;

(6) Errors of law occurring at the trial, and objected to at the time or, if no objection need have been made under Rules 46 and 51, plainly assigned in the notice of motion;

(7) The verdict or decision is not justified by the evidence, or is contrary to law; but, unless it be so expressly stated in the order granting a new trial, it shall not be presumed, on appeal, to have been made on the ground that the verdict or decision was not justified by the evidence.

On a motion for a new trial in an action tried without a jury, the court may open the judgment if one has been entered, take additional testimony, amend findings of fact and conclusions of law or make new findings and conclusions, and direct entry of a new judgment.

(As amended March 3, 1959, effective July 1, 1959; November 10, 1967, effective February 1, 1968.)

59.02 Basis of Motion

A motion made under Rule 59.01 shall be made and heard on the files, exhibits and minutes of the court. Pertinent facts that would not be a part of the minutes may be shown by affidavit. A full or partial transcript of the court reporter's notes may be used on the hearing of the motion.

(As amended March 3, 1959, effective July 1, 1959; November 10, 1967, effective February 1, 1968.)

59.03 Time for Motion

A notice of motion for a new trial shall be served within 15 days after a general verdict or service of notice by a party of the filing of the decision or order; and the motion shall be heard within 30 days after such general verdict or notice of filing, unless the time for hearing be extended by the court within the 30 day period for good cause shown.

(As amended November 10, 1967, effective February 1, 1968.)

59.04 Time for Serving Affidavits

When a motion for new trial is based upon affidavits, they shall be served with the notice of motion. The opposing party shall have 10 days after such service in which to serve opposing affidavits, which period may be extended by the court upon an order extending the time for a hearing under Rule 59.03. The court may permit reply affidavits.

(As amended November 10, 1967, effective February 1, 1968.)

59.05 On Initiative of Court

Not later than 15 days after a general verdict or the filing of the decision or order, the court of its own initiative may order a new trial for any reason for which it might have granted a new trial on motion of a party. After giving the parties notice and an opportunity to be heard on the matter, the court may grant a motion for a new trial, timely served, for a reason not stated in the motion. In either case, the court shall specify in the order the grounds therefor.

(As amended November 10, 1967, effective February 1, 1968.)

59.06 Stay of Entry of Judgment

A stay of entry of judgment under Rule 58 shall not be construed to extend the time within which a party may serve a motion hereunder.

(As amended November 10, 1967, effective February 1, 1968.)

59.07 Case; How and When Settled

(Deleted Effective February 1, 1968.)

59.08 Settling Case; When Judge Incapacitated

(Deleted Effective February 1, 1968.)

Rule 60. Relief from Judgment or Order**60.01 Clerical Mistakes**

Clerical mistakes in judgments, orders, or other parts of the record and errors therein arising from oversight or omission may be corrected by the court at any time of its own initiative or on the motion of any party and after such notice, if any, as the court orders. During the pendency of an appeal, such mistakes may be so corrected with leave of the appellate court.

(As amended November 26, 1969.)

60.02 Mistakes; Inadvertence; Excusable Neglect; Newly Discovered Evidence; Fraud; etc.

On motion and upon such terms as are just, the court may relieve a party or his legal representative from a final judgment, order, or proceeding and may order a new trial or grant such other relief as may be just for the following reasons:

- (1) Mistake, inadvertence, surprise or excusable neglect;
- (2) newly discovered evidence which by due diligence could not have been discovered in time to move for a new trial under Rule 59.03;
- (3) fraud (whether heretofore denominated intrinsic or extrinsic), misrepresentation, or other misconduct of an adverse party;
- (4) the judgment is void;
- (5) the judgment has been satisfied, released, or discharged, or a prior judgment upon which it is based has been reversed or otherwise vacated, or it is no longer equitable that the judgment should have prospective application; or
- (6) any other reason justifying relief from the operation of the judgment.

The motion shall be made within a reasonable time, and for reasons (1), (2), and (3) not more than one year after the judgment, order, or proceeding was entered or taken. A motion under this Rule 60.02 does not affect the finality of a judgment or suspend its operation. This rule does not limit the power of a court to entertain an independent action to relieve a party from a judgment, order, or proceeding, or to grant relief to a defendant not actually personally notified as provided in Rule 4.042, or to set aside a judgment for fraud upon the court. Writs of coram nobis, coram vobis, audita querela, and bills of review and bills in the nature of a bill of review are abolished, and the procedure for obtaining any relief from a judgment shall be by motion as prescribed in these rules or by an independent action.

(As amended November 10, 1967, effective February 1, 1968.)

Rule 61. Harmless Error

No error in either the admission or the exclusion of evidence and no error or defect in any ruling or order or in anything done or omitted by the court or by any of the parties is ground for granting a new trial or for setting aside a verdict or for vacating, modifying or otherwise disturbing a judgment or order, unless refusal to take such action appears to the court inconsistent with substantial justice. The court at every stage of the proceeding must disregard any error or defect in the proceeding which does not affect the substantial rights of the parties.

Rule 62. Stay of Proceedings to Enforce a Judgment**62.01 Stay on Motions**

In its discretion and on such conditions for the security of the adverse party as are proper, the court may stay the execution of or any proceedings to enforce a

judgment pending the disposition of a motion for a new trial made pursuant to Rule 59, or of a motion for relief from a judgment or order made pursuant to Rule 60, or of a motion for judgment notwithstanding the verdict made pursuant to Rule 50.02, or of a motion for amendment to the findings or for additional findings made pursuant to Rule 52.02.

62.03 Stay upon Appeal

When an appeal is taken, the appellant may obtain a stay only when authorized and in the manner provided in Rules of Civil Appellate Procedure, Rules 107 and 108.

(As amended November 26, 1969.)

62.04 Stay in Favor of the State or Agency Thereof

When an appeal is taken by the state or an officer or agency or governmental subdivision thereof, and the operation or enforcement of the judgment is stayed, no bond, obligation, or other security shall be required from the appellant.

62.05 Power of Appellate Court Not Limited

The provisions in this rule do not limit any power of an appellate court or of a judge or justice thereof to stay proceedings during the pendency of an appeal or to suspend, modify, restore, or grant an injunction during the pendency of an appeal or to make any order appropriate to preserve the status quo or the effectiveness of the judgment subsequently to be entered.

62.06 Stay of Judgment upon Multiple Claims

When a court has ordered a final judgment on some but not all of the claims presented in the action under the conditions stated in Rule 54.02, the court may stay enforcement of that judgment until the entering of a subsequent judgment or judgments and may prescribe such conditions as are necessary to secure the benefits thereof to the party in whose favor the judgment is entered.

Rule 63. Disability or Disqualification of Judge; Affidavit of Prejudice; Assignment of a Judge

63.01 Disability of Judge

If by reason of death, sickness, or other disability, a judge before whom an action has been tried is unable to perform the duties to be performed by the court under these rules after a verdict is returned or findings of fact and conclusions of law are filed, then any other judge regularly sitting in or assigned to the court in which the action was tried may perform those duties; but if such other judge is satisfied that he cannot perform those duties because he did not preside at the trial or for any other reason, he may in his discretion grant a new trial.

63.02 Interest or Bias

No judge shall sit in any cause, except to hear a motion for change of venue, if he be interested in its determination or if he might be excluded for bias from acting therein as a juror.

63.03 Affidavit of Prejudice

Any party or his attorney may make and serve on the opposing party and file with the clerk an affidavit stating that, on account of prejudice or bias on the part of the judge who is to preside at the trial or at the hearing of any motion, he has good reason to believe and does believe that he cannot have a fair trial or hearing before such judge. The affidavit shall be served and filed not less than 10 days prior to the first day of a general term, or five days prior to a special term or a day fixed by notice of motion, at which the trial or hearing is to be had, or, in any court having two or more judges, within one day after it is ascertained which judge is to preside at the trial or hearing. Upon the filing of such affidavit, with proof of service, the

clerk shall forthwith assign the cause to another judge of the same court, or if there be only one judge of the court, then to a special municipal judge if there be one.

VII. PROVISIONAL AND FINAL REMEDIES AND SPECIAL PROCEEDINGS

Rule 64. Seizure of Person or Property

At the commencement of and during the course of an action, all remedies providing for seizure of person or property for the purpose of securing satisfaction of the judgment ultimately to be entered in the action are available under the circumstances and in the manner provided by the law of the state.

Rule 67. Deposit in Court

67.01 In an Action

In an action in which any part of the relief sought is a judgment for a sum of money or the disposition of any other thing capable of delivery, a party, upon notice to every other party, and by leave of court, may deposit with the court all or any part of such sum or thing.

67.02 When No Action is Brought

When money or other personal property in the possession of any person, as bailee or otherwise, is claimed adversely by two or more other persons, and the right thereto as between such claimants is in doubt, the person so in possession, though no action be commenced against him by any of the claimants, may place the property in the custody of the court. He shall apply to a municipal court of the county in which the property is situated, setting forth by petition the facts which bring the case within the provisions of this section, and the names and places of residence of all known claimants of such property. If satisfied of the truth of such showing, the court, by order, shall accept custody of the money or other property, and direct that upon delivery, and upon giving notice thereof to all persons interested, personally or by registered mail, as in such order prescribed, the petitioner be relieved from further liability on account thereof. This rule shall apply to cases where property held under like conditions is garnished in the hands of the possessor; but in such cases the application shall be made to the court in which the garnishment proceedings are pending.

67.03 Court May Order Deposit or Seizure of Property

When it is admitted by the pleading or examination of a party that he has in his possession or control any money or other thing capable of delivery which, being the subject of the litigation, is held by him as trustee for another party, or which belongs or is due to another party, the court may order the same to be deposited in court or delivered to such other party, with or without security, subject to further direction. If such order be disobeyed, the court may punish the disobedience as a contempt, and may also require the sheriff or other proper officer to take the money or property and deposit or deliver it in accordance with the direction given.

67.04 Money Paid Into Court

Where money is paid into the court to abide the result of any legal proceedings, the judge may order it deposited in a designated state or national bank or savings bank. In the absence of such order, the clerk of court is the official custodian of all monies, and the judge, on application of any person paying such money into court, may require the clerk to give an additional bond, with like condition as the bond provided for in M.S.A. 1949, Section 485.01, in such sum as the judge shall order.

Rule 68. Offer of Judgment; Tender of Money in Lieu of Judgment

68.01 Offer of Judgment

At any time more than one day before the trial begins, a party defending against a claim may serve upon the adverse party an offer to allow judgment to be taken

against him for the money or property, or to the effect specified in his offer, with costs and disbursements then accrued. If before trial the adverse party serves written notice that the offer is accepted, either party may then file the offer and notice of acceptance, together with the proof of service thereof, and thereupon the clerk shall enter judgment. An offer not accepted shall be deemed withdrawn and evidence thereof is not admissible except in a proceeding to determine costs and disbursements. If the judgment finally obtained by the offeree is not more favorable than the offer, the offeree must pay the costs and disbursements incurred after the making of the offer. The fact that an offer is made but not accepted does not preclude a subsequent offer.

68.02 Tender of Money in Lieu of Judgment

If the action be for the recovery of money, instead of the offer of judgment provided for in Rule 68.01, the defendant may tender to the plaintiff the full amount to which he is entitled together with costs and disbursements then accrued. If such tender be not accepted, the plaintiff shall have no costs and disbursements unless he recover more than the sum tendered; and the defendant's costs and disbursements shall be deducted from the recovery, or, if they exceed the recovery, he shall have judgment for the excess. The fact of such tender having been made shall not be pleaded or given in evidence.

Rule 69. Execution

Process to enforce a judgment for the payment of money shall be a writ of execution, unless the court directs otherwise. The procedure on execution, in proceedings supplementary to and in aid of a judgment, and in proceedings on and in aid of execution shall be in accordance with M.S.A. 1971, c. 550. In aid of the judgment or execution, the judgment creditor, or his successor in interest when that interest appears of record, may obtain discovery from any person, including the judgment debtor, in the manner provided in these rules.

(As amended November 14, 1974, effective January 1, 1975.)

IX. MUNICIPAL COURTS AND CLERKS

Rule 77. Municipal Courts and Clerks

77.01 Municipal Courts Always Open

The municipal courts shall be deemed always open for the purpose of filing any pleading or other proper paper, of issuing and returning mesne and final process, and of making and directing all interlocutory motions, orders, and rules.

77.02 Trials and Hearings; Orders in Chambers

All trials upon the merits shall be conducted in open court and so far as convenient in a regular courtroom. All other acts or proceedings may be done or conducted by a judge in chambers, without the attendance of the clerk or other court officials and at any place within the territorial limits of the court.

77.03 Clerk's Office and Orders by Clerk

All motions and applications in the clerk's office for issuing mesne process, for issuing final process to enforce and execute judgments, for entering judgments by default, and for other proceedings which do not require allowance or order of the court are grantable of course by the clerk; but his action may be suspended or altered or rescinded by the court upon cause shown.

77.04 Notice of Orders of Judgments

Immediately upon the filing of an order or decision or entry of a judgment, the clerk shall serve a notice of the filing or entry by mail upon every party affected thereby or his attorney of record, whether or not such party has appeared in the action, at his last known address, and shall make a note in his records of the mailing,

but such notice shall not limit the time for taking an appeal or other proceeding on such order, decision or judgment.

Rule 80. Stenographic Report or Transcript as Evidence

Whenever the testimony of a witness at a trial or hearing which was stenographically reported is admissible in evidence at a later trial, it may be proved by a reading of the transcript thereof duly certified by the person who reported the testimony. Such evidence is rebuttable and not conclusive.

Rule 81. Applicability; in General**81.001 Forcible Entry and Unlawful Detainer**

These rules do not govern procedure and practice in actions for forcible entry and unlawful detainer.

81.002 Amendment of Findings and New Trial

The provisions of these rules relating to amendment of findings and new trial apply only to municipal courts from which appeal may be taken direct to the Supreme Court.

81.02 Appeals to Municipal and District Courts

These rules do not supersede the provisions of statutes relating to appeals to the municipal and district courts.

81.03 Rules Incorporated into Statutes

Where any statute heretofore or hereafter enacted provides that any act in a civil proceeding shall be done in the manner provided by law, such act shall be done in accordance with these rules.

Rule 82. Jurisdiction and Venue

These rules shall not be construed to extend or limit the jurisdiction of the municipal courts or the venue of actions therein.

Rule 83. Rules by Municipal Court

Any court may adopt rules governing its practice, and the judges of the municipal courts, pursuant to M.S.A. 1949, Section 488.29, may adopt rules not in conflict with these rules.

Rule 84. Forms

Rule 84 of the "Rules of Civil Procedure for District Courts" is applicable to municipal courts to the extent feasible.

Rule 85. Title

These rules may be known and cited as the Municipal Court Rules of Civil Procedure, and a particular rule may be cited as "MC Rule, ____".

Rule 86. Effective Date**86.01 Effective Date**

These rules will take effect on January 1, 1954. They govern all proceedings and actions brought after they take effect, and also all further proceedings in actions then pending, except to the extent that in the opinion of the court their application in a particular action pending when the rules take effect would not be feasible, or would work injustice, in which event the procedure existing at the time the action was brought applies.

(Formerly Rule 86. Designated as rule 86.01, March 3, 1959, effective July 1, 1959.)

86.02 Effective Date of Amendments

The amendments adopted on November 10, 1967, will take effect on February 1, 1968. They govern all proceedings in actions brought after they take effect, and also all further proceedings in actions then pending, except as to the extent that in the opinion of the court their application in a particular action pending when the amendments take effect would not be feasible, or would work injustice, in which event the former procedure applies.

(Added March 3, 1959, effective July 1, 1959, as amended November 10, 1967, effective February 1, 1968.)

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Hennepin County Municipal Court Special Rules of Procedure

Revised November 1, 1982

Effective January 1, 1983

With amendments received through July 15, 1984

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TEXT OF RULES

Rule 1. Title - Applicability

1.01 Title

These rules shall be identified as Hennepin County Municipal Court Special Rules of Procedure, or "HCMC Special Rules".

Paper size. An order of the Minnesota Supreme Court on April 16, 1982, provided that effective July 1, 1983, only the standard size of 8-1/2 x 11 inch paper will be used for all filings, pleadings, motions and petitions in all courts in the State of Minnesota.

1.02 Applicability

The rules of procedure used by this Court shall be those promulgated by the Supreme Court of the State of Minnesota for District and Municipal Courts in both civil and criminal cases, except where a special rule promulgated by this Court is applicable.

Rule 2. Court Operations

2.01 Court Authority

The jurisdiction and authority of this Court is set forth in Section 488A.01 of Minnesota Statutes, and any amendment thereto, and such jurisdiction is limited geographically to the County of Hennepin and the City of St. Anthony.

The Court shall operate in the locations within Hennepin County specified by statute and carry out the functions therein designated for each such place; except that, if the governing body of the municipality and the Court concur, any function of the Court may be held at any location within the county where adequate facilities are available.

2.02 Places of Holding Court

The Court shall sit in the division and locations hereinafter designated, at which all functions of the Court may be discharged:

FIRST DIVISION	Government Center, Minneapolis
SECOND DIVISION	6125 Shingle Creek Parkway, Brooklyn Center.
THIRD DIVISION	12601 Ridgedale Drive, Minnetonka.
FOURTH DIVISION	City Hall, Bloomington.

Such divisions shall be the venue for proceedings arising therein.

(Amended October 8, 1982; July, 1983.)

2.021 Criminal and Traffic Matters without Jury Place of Arraignment and Trial

In addition to the places for holding Court enumerated in Rule 2.02, arraignments and trials to the Court without a jury of criminal and traffic matters will be held in the following places for the municipalities specified.

FIRST DIVISION:

At Minneapolis for

Fort Snelling
Metropolitan Airport
Minneapolis
St. Anthony

SECOND DIVISION:

At Brooklyn Center for

Brooklyn Center
Brooklyn Park
Champlin
Corcoran
Dayton

Golden Valley
Greenfield
Hanover
Hassan
Maple Grove
New Hope
Osseo
Robbinsdale
Rockford
Rogers

THIRD DIVISION:
At Minnetonka for

Chanhassen
Deephaven
Excelsior
Greenwood
Hopkins
Independence
Long Lake
Loretto
Maple Plain
Medicine Lake
Medina
Minnetonka
Minnetonka Beach
Minnetrista
Mound
Orono
Plymouth
St. Bonifacius
St. Louis Park
Shorewood
Spring Park
Tonka Bay
Woodland

FOURTH DIVISION:
At Bloomington for

Bloomington
Eden Prairie
Edina
Richfield

(Amended October 8, 1982.)

2.03 Court Sessions

The sessions of the Court shall commence Monday through Friday (except on legal holidays) in all divisions for the transaction of such business as may come before the Court, provided, however, that a session of the Court may be held on a Saturday, Sunday or legal holiday whenever the Court deems the same to be necessary.

2.04 Calendars

The calendars of this Court shall be prepared under authority of the administrator. Separate calendars may be prepared where feasible for (1) Criminal (non-traffic) cases, (2) Traffic cases, (3) Civil cases, (4) Unlawful Detainer cases, (5) Preliminary Hearing or Omnibus Hearing cases, (6) Motions, and (7) such other calendars as may be directed by a majority of judges of this Court. The person filing a case in this Court shall designate the classification of case for calendar purposes.

The order in which cases are set shall be the sequence of filing, unless a judge of this Court orders an acceleration for hearing or trial.

2.05 Special Term, First Division

In the First Division a Special Term of the Court will be held to hear motions and unlawful detainers according to the following schedule:

Motions:	Monday and Thursday of each week commencing at 9:00 A.M.
Unlawful Detainers:	Tuesday and Friday of each week commencing at 9:00 A.M.

and at such other times as deemed necessary by a majority of the Judges of the Court.

2.06 Special Term, Suburban Divisions

In the Second, Third and Fourth Divisions a Special Term of the Court will be held to hear motions and unlawful detainers according to the following schedule:

Motions:	Thursdays of each week.
Unlawful Detainers:	Mondays and Thursdays of each week.

and at such other times as deemed necessary by a majority of the Judges of the Court.

(Amended October 8, 1982.)

2.07 Caption of Pleadings

All pleadings and procedural instruments, both civil and criminal, and other process filed in any action or proceeding in this Court shall bear a caption designating the venue by division and community as illustrated:

STATE OF MINNESOTA	MUNICIPAL COURT
COUNTY OF HENNEPIN	FIRST DIVISION, MINNEAPOLIS

STATE OF MINNESOTA	MUNICIPAL COURT
COUNTY OF HENNEPIN	SECOND DIVISION, BROOKLYN CENTER

STATE OF MINNESOTA	MUNICIPAL COURT
COUNTY OF HENNEPIN	THIRD DIVISION, MINNETONKA

STATE OF MINNESOTA	MUNICIPAL COURT
COUNTY OF HENNEPIN	FOURTH DIVISION, BLOOMINGTON

(Amended October 8, 1982.)

2.08 Decorum

All proceedings and trials shall be held in accordance with the Rules for Uniform Decorum in the District Courts of Minnesota.

2.09 Official Records

The Administrator shall be responsible for making and preserving all minutes, records, pleadings, files, documents, instruments, exhibits and indices required by law or applicable rules of Court, and such records shall be the official records of this Court.

2.10 Unofficial Records; Photography

No person shall make an unofficial record or recording, in whole or in part, of any Court proceedings, whether by person or by electronic recording devices.

No photograph, video tape or voice recording shall be taken in any building in which Court is conducted throughout Hennepin County of any attorney, party, witness, or juror involved in the trial, civil or criminal, or proceedings incidental to any such case.

Court reporters or recording instruments may be employed at the direction of any judge of this Court in proceedings being handled by such judge to make verbatim Court records.

2.11 Record Preservation

No official record shall be destroyed, except upon direction of a majority of the judges of this Court under authority of law.

2.12 Employees

The employees of this Court shall be under the direction and control of the Administrator.

Rule 3. Attorneys

3.01 Certificates of Representation

In any criminal case, an attorney representing a client, other than a public defender, shall file with the clerk on the first appearance a "certificate of representation", in such form and substance as a majority of judges of this Court from time to time specify.

Once an attorney has filed a certificate of representation, such attorney cannot withdraw from the case until all proceedings have been completed in this Court, except upon written order of the Court pursuant to a written motion, or upon written substitution of counsel approved by the Court *ex parte*.

An attorney who wishes to withdraw from a criminal case must file a written motion and serve it by mail or personal service upon the client and upon the prosecutor; and the attorney shall have the matter heard at a special term. No motion of withdrawal will be heard within 10 days of a date certain for hearing or trial, and the application for withdrawal shall set forth such fact.

If the Court approves the withdrawal, it shall be effective after the order has been served on the client and the prosecutor by mail or personal service and due proof of such service has been filed with the administrator of this Court.

3.02 Client Appearance Guarantees

No attorney practicing in this Court shall be accepted as surety on any written bond or appearance undertaking of any accused; provided, however, that upon request and proper representations to a judge of this Court relative to the future appearance of a client, an attorney may in the discretion of such judge obtain a release on personal recognizance (R.P.R.) of such attorney, who guarantees the appearance of the client at the scheduled times for appearance in this Court. Any failure of the client to appear as scheduled shall warrant the imposition of such sanctions as shall be from time to time approved by a majority of the judges of this Court, together with the revocation of all "R.P.R." privileges for one year.

3.03 Timely Appearances

Once an arraignment court calendar has convened, no attorney shall approach the courtroom clerk or the Bench. Any attorney appearing late must notify the bailiff in the courtroom of his/her presence. The bailiff will then transmit the information to the Court and the case will be called per instruction of the presiding Judge.

(Added December 7, 1981, effective January 1, 1982.)

3.04 Appearance at Arraignments

All jurisdictions will be required to provide an attorney in the courtroom for all regularly scheduled arraignments. Arraignments will not be scheduled for any municipality with part time prosecutors more often than one day per week without prior agreement. Absent objection by the defendant all cases for which no prosecutor is available will be dismissed.

(Added December 7, 1981, effective February 1, 1982.)

Rule 4. Student Practitioners**4.01 Party Approval**

Any eligible law student may appear on behalf of any person in this Court, provided (1) that such person has indicated consent thereto in writing or does so in open Court; (2) that a supervising lawyer is present; (3) that opposing counsel does not object thereto; and (4) that the judge before whom such appearance is to be made has been given notice of such appearance, together with assurance of compliance with said conditions.

Rule 5. Ex Parte Orders**5.01 Representations**

Any attorney presenting to a judge of this Court a proposed ex parte order shall be deemed to represent to the Court (1) that the Court has jurisdiction of the matter; (2) that the judge has authority to sign such order; (3) that the order is one that does not require a hearing thereon; and, (4) that the order is in all respects proper to enter and is supported by proper affidavit. Any judge of this Court may sign ex parte orders upon such representations.

5.02 Second Application Procedure

If there has been a previous application for an ex parte order covering the same parties and subject matter, and affidavit shall accompany the second application setting forth, among other things, the disposition of said application, the reason for rejection of the first application, and the new facts or circumstances which warrant reconsideration. If an affidavit which is required under this rule does not accompany an application for an ex parte order, any order obtained in the absence thereof may be vacated.

5.03 Supplementary Proceedings

No orders relative to supplementary proceedings shall be submitted to or entertained by any judge of this Court.

Any order to show cause for hearing subsequent to the entry of judgment in a replevin action shall be deemed to be supplementary proceedings.

Rule 6. Special Term, Motions and Defaults Pertaining to Traffic, Criminal, Unlawful Detainer, and Conciliation Court Cases**6.01 General Provisions**

(A) **Applicability.** Any motion pertaining to a civil case not specifically mentioned within the title of this rule shall be governed by the Fourth Judicial District Court Special Rules of Procedure.

(B) **Calendar Requirements.** No case shall be entered on the Special Term calendar of any division of this Court, unless a note of issue is filed with the Administrator not later than three (3) days before the date noticed for the hearing. All pleadings, orders, memoranda, affidavits and other papers relative to the matters to be raised at the Special Term hearing must be filed with the Administrator not later than three (3) days before the date noticed for hearing, unless the Court finds for good cause shown that compliance with this requirement is not practical under the circumstances.

A proposed order shall accompany a motion and notice of motion upon service and filing.

(C) **Calendar Call.** The Special Term judge or the clerk shall at the opening of Court call the calendar, and proceed as follows:

(1) Only matters properly on the calendar when Court opens will be heard, unless a matter has been omitted by mistake or inadvertence of the clerk or if the Court finds other good cause.

- (2) Default motions will be heard first.
- (3) Default judgments will then be heard.
- (4) Contested motions will be heard last.

(D) **Post Trial Motions.** Any post trial motion and any motion on a case previously assigned to a judge shall be referred to that judge.

(Amended November 1, 1982; effective January 1, 1983.)

6.02 Criminal Motions

Criminal motions not heard at a pretrial conference, or at arraignment shall be heard by the Special Term judge unless a special judge is required to hear witnesses or for other good cause.

A motion for relief from any official act of a judge shall be referred to that judge.

6.03 Unlawful Detainer Motions

All motions involving actions for forcible entry and unlawful detainer shall be submitted to the court on the days scheduled to hear unlawful detainer cases. Said motions shall be in accordance with the provisions of Rules 6.01 and 10 hereof. (Old Rule 6.04 deleted November 1, 1982, effective January 1, 1983.)

6.04 Default Judgments

In any case where a party is in default, and the case has not been assigned to a judge for trial, the matter shall be heard by the Special Term judge.

In any case where the defendant is in default and application to the Court is required, the plaintiff shall: (1) establish jurisdiction of the Court over the person of the defendant and the subject matter of the cause of action; (2) prove the essential elements of the cause of action by a fair preponderance of the evidence; and (3) present to the Court, in writing, suggested findings of fact and conclusions of law and proposed order for judgment.

In any case where the plaintiff fails to appear for trial, the defendant may move to have the case stricken from the calendar or dismissed; or if a counterclaim has been asserted, the defendant may proceed to establish a right to relief as required by the plaintiff above.

(Amended and renumbered November 1, 1982, effective January 1, 1983.)

Rule 6.05 Deleted November 1, 1982, effective January 1, 1983.

Rule 7. Criminal Proceedings

7.01 Tab Charges

Tab charges shall be placed upon the appropriate calendar at the earliest possible time. If the division in which the offense occurred is not in session, the defendant shall be brought or directed to appear in any division which is in session.

7.02 Complaints - Fine Only Offenses

Any complaint which sets forth the essential facts charging an offense punishable by fine only may be submitted to the Administrator or court deputies of this court for the administration of the required oath and the issuance of a summons.

7.03 Complaints - Submission to Second Judge

A complaint which is found by a judge to be defective or otherwise insufficient shall not be submitted to another judge without a full and complete disclosure of such finding to the second judge.

7.04 Bail Schedule

A majority of the judges of this court may from time to time specify bail amounts for specified offenses, which schedule shall be furnished detention authorities in Hennepin County, Minnesota.

Any person under detention for any offense in this county shown in the bail schedule upon posting bail as set forth therein shall be released prior to arraignment upon written assurance that due appearance in court will be made at a time and place stated, and that defendant will conform to the conditions of the release.

7.05 Pre-Arraignment Release

No person under detention charged with an offense not on the bail schedule shall be released prior to the first appearance in court, except as provided in Minnesota Rules of Criminal Procedure.

The nature of the release and the conditions thereof shall be in writing signed by the accused, and the person authorizing such release.

7.06 Sentencings

(A) **Multiple Sentences.** Where multiple or successive sentences are imposed, the Court shall declare them "concurrent" or "consecutive"; and in the absence of such declaration, the sentences shall be deemed to be "concurrent".

(B) **Good Time Credit.** Unless otherwise ordered by the Court, any person committed to a place of detention shall be given one (1) day credit for each seven (7) consecutive days of good behavior; and, the time of commitment shall be so reduced, except in cases of probation or parole violations, or escapes.

7.07 Procedure on Revocation of Stay or Probation

Any judge or the Administrator upon being advised that reasonable grounds exist to believe that a defendant who is under a stayed sentence or on probation may have violated the terms and conditions of such stay or probation, shall refer the matter to the sentencing judge. If the sentencing judge is no longer a member of this Bench, the matter may be handled by any other judge.

The Administrator or a probation officer shall forthwith prepare a report to the Court setting forth in substance that the defendant was under a stayed sentence or on probation and it appears that the defendant has violated the terms of such stay or probation.

The Court may thereupon issue an order for the arrest and detention of the defendant to abide the further order of the Court and for service of said report and order upon defendant. The defendant may be released on bail pending the hearing on the report of probation or stay violation. Bail need not be set if the Court determines that the interest of public safety would be jeopardized by releasing the defendant or that there is a high probability that defendant will flee the jurisdiction. However, if the Court declines to set bail, it shall set forth the reason for its refusal in writing.

A notice of hearing, to be held at the earliest practical date, to determine whether the defendant has violated the terms or conditions of said stay or probation as set forth in the report and whether the same should be revoked shall be served upon the defendant as soon as possible.

In the absence of a waiver, the judge hearing the matter shall immediately make findings of fact and conclusions of law in writing or on the record as to whether or not a factual basis exists for revocation of such stay or probation. The judge shall then proceed to determine whether or not defendant's probation or stay should be revoked and shall make an order accordingly.

7.08 Warrants

Any warrant issued by this Court, when served, shall be returned and filed with the Administrator of this Court.

7.09 Exhibits

Exhibits in criminal cases shall be kept by the Administrator for 40 days after the finding or verdict, unless surrender of the same shall be directed by order of the judge before whom the case was tried.

7.10 Scheduling of Arraignments

For those defendants not in "in custody status" no arraignments will be scheduled nor conducted earlier than the eighth day after arrest or issuance of citation for mandatory court appearance violations. If the prosecuting authority is unable to provide the Court and the defendant with sufficient factual information in the form of a police report or other documents so as to make informed decisions on pleas and/or pretrial release, the charges will be dismissed by the Court on its own motion.

(Added December 7, 1981, effective January 1, 1982.)

7.11 Deleted October 8, 1982**Rule 8. Violation Bureaus****8.01 Location**

Violation bureaus are established and maintained at the location of the principal office of each division of the Court.

8.02 Fine Payments

A violator desiring to enter a plea of guilty and to pay the fine prescribed in advance by the Court for the offense charged may, within seven (7) days from the receipt of the violation charge, pay the fine so prescribed in the violation bureau.

8.03 Fine Schedule

A majority of the judges of this Court shall adopt a schedule of fines for violations payable in the violation bureau, which schedule may be from time to time modified or supplemented as required.

Rule 9. Bonds**9.01 Bondsmen Approval Required**

No person shall engage in the business of procuring bail bonds, either cash or surety, for persons under detention, until an application is approved by this Court. The application shall be filed with the Administrator hereof stating (1) the name and address and phone number of the person intending to conduct bond business in this Court, (2) the nature and extent of the business to be conducted, and, if such person is to be affiliated, and (3) the criminal record of all persons affiliated with the proposed bondsman.

No person who has been convicted of a felony shall serve as a bondsman, or as an agent or affiliate of a bondsman, without a special order of this Court. The application form shall be obtained from the Administrator.

9.02 Corporate Sureties

Any corporate surety on a bond submitted to this Court shall be approved by the Court and authorized to do business in the State of Minnesota.

9.03 Surety Insolvency

Whenever a corporate surety becomes insolvent, the local agent shall notify the Court in writing forthwith.

Within fourteen (14) days after such notice to the Court, the agent shall file with the Administrator a security bond to cover outstanding obligations of the insolvent surety, which may be reduced automatically as the obligations are reduced.

In the absence of such surety or security bond, a summons shall be sent to all principals on the bonds of the surety; and if no response is made thereto, bench warrants shall issue.

9.04 Bond Solicitations

No bondsman or representative of any bondsman shall solicit business in any detention or Court facility.

Violation of this rule is grounds for suspension or revocation of the privilege to write bonds in this Court.

9.05 Forfeiture of Bonds

Whenever a bail bond is forfeited to a judge of this Court, the bondsman shall be notified thereof by the Administrator in writing, and be directed to make payment in accordance with the terms of the bond within fourteen (14) days from the date of forfeiture.

Any motion for reinstatement of the forfeited bond shall be supported by an affidavit, and filed with the Administrator within ninety (90) days from the date of forfeiture.

The matter of reinstatement of the bond shall be referred to the judge of this Court who forfeited the bond, and no reinstatement of such bond shall be allowed unless the motion is heard within six (6) months from the date of forfeiture.

9.06 Bonding Privilege Suspension

A failure to make the payment on a forfeited bond within fourteen (14) days as above provided, shall automatically suspend the surety and its agent from writing further bonds in this Court; and, such suspension shall continue until the bond principal is deposited in cash with the Administrator of this Court.

9.07 Posting Bonds

Before any person can be released on bond, approval of the issuing bondsperson and the issuing bonding company must be on file with the Administrator of the Court.

Rule 10. Forcible Entry and Unlawful Detainer Actions

Revised June 8, 1981

10.01 Venue

Actions for forcible entry and unlawful detainer shall be tried in the First Division of the Court or in the Division in which the premises are situated. The venue of such action shall be specified in the summons issued therein.

10.02 Parties

The action shall be brought in the name of the owner of the property or such other person or legal entity having the present right of possession. No agent shall sue in his own name. Any agent suing for a principal shall attach a copy of the Power of Authority to the complaint at the time of filing, and no person other than a duly licensed attorney shall be allowed to appear unless the Power of Authority is so attached to the complaint.

(Amended June 13, 1980; effective January 1, 1981.)

10.03 Complaint

The complainant shall file with the Administrator of this Court a complaint containing the following:

- (A) A description of the premises which shall disclose the division of this Court in which the property is located;
- (B) The legal owner of the property or such other person or legal entity having the present right of possession of the property;
- (C) A statement disclosing compliance with Minnesota Statute S 504.22;
- (D) The facts which authorize recovery; and
- (E) A prayer for restitution.

The said complaint shall be subscribed by the plaintiff or the plaintiff's authorized agent or a duly licensed attorney. In addition, the complaint shall be verified pursuant to Minnesota Statute S 488A.11.

(Added November 1, 1982.)

Rule 10.04 Issuance of Summons, First Division

In the First Division, no summons shall issue after 3:00 o'clock p.m. on Fridays.

(Added November 1, 1982.)

Rule 10.05 Return of Summons

All summons shall be properly served; and the affidavit of service thereof filed with the Court by 3:00 o'clock p.m. three days prior to the hearing or the matter will be stricken.

(Amended and renumbered effective November 1, 1982; amended effective February 7, 1983.)

Rule 10.06 Filing of Affidavits

Upon return of the sheriff or other process server indicating that the defendant cannot be found in the county and where no person actually occupies the premises described in the complaint, the plaintiff or his attorney shall file an affidavit stating that the defendant cannot be found or on belief that the defendant is not in the state.

Following the filing of such affidavit, the Clerk shall issue copies of the summons and complaint for posting and mailing. A copy of the summons and complaint shall be mailed by the plaintiff or the plaintiff's attorney to the defendant at the defendant's last known address, if any is known to the plaintiff. Service of the summons may then be made upon the defendant by posting the summons in a conspicuous place on the premises for not less than one week.

Upon issuance of the summons and complaint for posting and mailing, the plaintiff or his attorney shall file another affidavit stating that a copy of the summons and complaint has been mailed to the defendant at his last known address or that such an address is unknown to the plaintiff. A separate affidavit shall be filed stating that the summons has been posted and the date of posting.

(Added November 1, 1982.)

Rule 10.07 Calendar Call

At the first call of the calendar the parties shall specify whether the case is a default or for trial, and if for trial, whether by court or jury. When each case is called for hearing the defendant shall be asked whether the defendant admits or denies the charges in the Complaint. Default cases shall be tried first in their calendar order, followed by contested cases triable to the Court without a jury. All cases in which a jury trial is demanded shall be forthwith referred to the Assignment Office for assignment to the first available judge for immediate trial. The jury fee must be paid before the jury is impaneled. All jury trials of actions for forcible entry and unlawful detainer shall be held in the First Division unless otherwise ordered by the Court upon good cause shown.

(Renumbered effective January 1, 1983.)

10.08 Written Answer Required

A defendant asserting an affirmative defense shall file a written answer, setting forth the defenses claimed, and a copy of such answer shall be immediately served upon the plaintiff or plaintiff's attorney.

(Renumbered effective January 1, 1983.)

10.09 Withheld Rent

In any case where a tenant withholds rent in reliance on a defense, the defendant shall deposit forthwith into court an amount in cash equal to the rent due as the same accrues.

(Renumbered effective January 1, 1983.)

10.10 Restitution

A Writ of Restitution shall issue within 24 hours after the entry of judgment, excluding Saturdays, Sundays and legal holidays, unless a stay authorized by law is specifically ordered by the Court.

(Renumbered effective January 1, 1983.)

10.11 Prohibited Motions

The Court will not entertain motions to reinstate a stricken case, for judgment notwithstanding the verdict, for amended findings, or for a new trial.

(Renumbered effective January 1, 1983.)

Rule 11. Civil Proceedings**11.01 Applicability**

All civil proceedings with the exception of unlawful detainers shall be governed by the Fourth Judicial District Court Special Rules of Procedure.

Rules 11.02 to 11.12 Deleted November 1, 1982, effective January 1, 1983.

Rules 12.01 to 12.05 Deleted November 1, 1982, effective January 1, 1983.

Rules 13.01 to 13.03 Deleted November 1, 1982, effective January 1, 1983.

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Hennepin County Conciliation Court Special Rules of Procedure

With amendments received through July 15, 1984

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TEXT OF RULES

Rule 1. Title; Applicability

1.01 Title

These rules shall be identified as Hennepin County Conciliation Court Special Rules of Procedure, or "HCCC Special Rules".

1.02 Applicability

The rules of procedure used by this Court shall be those required by Section 488A.12 through 488A.17 of the Minnesota Statutes or amendments thereof, except where a special rule promulgated by this Court is applicable.

Rule 2. Divisions of the Court

In addition to holding court at the Hennepin County Government Center, Minneapolis, Minnesota, court will be held at such other places in the county as may be designated by a majority of the judges of this Court.

Rule 3. Place of Trial

All actions brought in Hennepin County Conciliation Court shall be tried in Court Division I, or in the Court Division in which one or more of the defendants resided when the action was begun.

Rule 4. Continuances

Only a judge or court administrator of the Municipal Court may continue the time, place or date for trial of a case, and then only for good reason stated in a written request which must be filed more than three (3) days prior to the date of trial.

Rule 5. Motions

Motions shall be made in accordance with Municipal Court Rules relative to Special Term but filed with the Clerk of Conciliation Court.

Such motions will be heard at a Special Term of the Municipal Court held in the First Division by a Municipal Court judge sitting, for the purpose of hearing the motion, as Conciliation Court judge.

Rule 6. Evidence

Each party should bring to the trial and present to the Court all witnesses and exhibits, including repair bills and estimates, deemed necessary to prove his case. Upon request the clerk will issue subpoenas requiring witnesses to appear.

Rule 7. Calendar Procedures

Unless otherwise ordered by the Conciliation Court judge, one contested case will be tried first on the daily calendar, then all default cases, after which the remaining contested cases will be tried. If only the plaintiff appears at the trial, the Conciliation Court judge will order judgment be entered for him if his evidence will support such judgment. If only the defendant appears at the trial, the Conciliation Court judge will order the entry of judgment for him, if his evidence will support a judgment, or will dismiss the case. If neither party appears, the case will be stricken. If both parties appear, the judge, after hearing the evidence, will usually take the case under advisement for later decision. If the defendant appears at the trial, no continuance or dismissal without prejudice normally will be granted, unless the defendant consents to such continuance or dismissal. A Notice of Judgment will be mailed by the clerk to all parties in every case.

Rule 8. Vacation of Judgment

When application for vacation of judgment is made under Subdivision 6 of M.S.A. 488A.16, as amended, after six months from the date of entry of judgment, the same shall be by motion pursuant to Rule 5 hereof.

Rule 9. Amended Decisions

No Conciliation Court referee shall amend a Conciliation Court decision after it is entered.

Rule 10. Corporate and Partnership Representation

A corporation may be represented by a corporate officer. It may also be represented by any other employee empowered by the corporation to act on its behalf in any action pending against or brought by said corporation. Such authority may be evidenced by corporate authorization resolution, corporate by-law or such other written evidence of authority as shall be acceptable to the court. Said authority shall be filed with the Clerk of Conciliation Court of Hennepin County, State of Minnesota, on or before the date of hearing.

A Partnership may be represented by a partner. It may also be represented by any employee empowered by a partner to act on its behalf in any action pending against or brought by said Partnership. Such authority shall be in writing signed by a partner. Said authority shall be filed with the Clerk of Conciliation Court of Hennepin County, State of Minnesota, on or before the date of hearing.

Such authority shall remain in full force and effect until duly revoked by the corporation or partnership and a notice of said revocation is filed with the Clerk of Conciliation Court.

Such other written evidence of authority as shall be acceptable to the Court means:

A Power of Attorney in Fact or authorization signed by a corporate officer or partner authorizing an employee to act as Attorney in Fact on behalf of the corporation or partnership in any cause of action to be commenced or pending against the corporation or partnership in Hennepin County Conciliation Court. (Amended October 8, 1976; amended June 13, 1980, effective January 1, 1981; amended and effective February 25, 1981.)

Ramsey County Municipal Court Special Rules of Procedure

With amendments received through July 15, 1984

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17. Alternate Procedure for Appearances in Arraignment Court
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Laws 1973, chapter 708, among other modifications, changed the name of the Municipal Court of the City of St. Paul to the Municipal Court of the County of Ramsey.

TEXT OF RULES

Rules 1 to 9.

(Repealed, effective May 12, 1977.)

Rule 10. Exhibits

Subdivision 1. All exhibits accepted as evidence in the trial of any action, shall be marked by the court reporter and shall remain in his custody until the close of the trial of said action. Upon stipulation of the parties at the conclusion of the trial, the court may release any exhibit to the party who introduced it. Thereafter, the court reporter shall deliver those exhibits not released to the Administrator of Court, and the Administrator shall cause the same to be filed and kept in a proper and safe place.

Subdivision 2. After final determination of an action, the Administrator of Court may release any exhibit in his custody to the attorney or party who introduced the same, without further order of the court.

Subdivision 3. In the event that an exhibit cannot well be kept in the files of the case, the Administrator may request in writing that the attorney or party who introduced such exhibit is to appear at the Administrator's Office for the delivery of such exhibit. If the Administrator makes such request and the attorney or party so requested does not appear within thirty days thereafter, the Administrator may apply to the court for an order to appropriately dispose of the exhibit.

Subdivision 4. This rule shall be effective for all cases tried from December 1, 1973.

Subdivision 5. In the event the exhibit is a weapon, as defined in St. Paul Legislative Code Chapter 425, the following provisions shall apply.

a. The Administrator shall not release the exhibit without an order of the Judge.

b. After final determination of the action, the Administrator shall notify the parties of the fact that the weapon is in the custody of the Court. The Parties shall be given thirty (30) days to apply to the Court for an order relative to the disposition of the weapon. In the event no party applies to the Court for such an order, the Court may order destruction of the weapon in accordance with the policy of this Court adopted at its February 10, 1977, Judges' Meeting and contained in the Minutes of that meeting. (cf. 626.04)

c. The provisions of this subdivision shall apply to all six divisions of this Court, and to all actions, both civil and criminal.

(Adopted from Rules of Practice of the St. Paul Municipal Court, effective January 1, 1975; amended May 12, 1977, by adding Subdivision 5 and adopted as amended.)

Rule 11. Bail Bonds

Subdivision 1. Posting Bonds. Before any person can be released on bond, such bond must:

- 1) Be given by Court-approved bondsman;
- 2) Be in Court-approved form;
- 3) Be posted with the keeper of the jail.

Subdivision 2. Approved Bondsman; Approved Form. A bondsman may apply for Court approval by completing and filing an application form supplied by the Court and by attaching thereto completed samples of all forms of bonds he desires to use. Such completed bond form samples shall then be directed to the prosecutor for his endorsement of approval as to form and execution.

Subdivision 3. Notice of Approval. The court shall notify the keeper of the jail of an approved Bondsman by its order and by furnishing a copy of the approved

application and the approved bond form samples. Said keeper will then be authorized to accept such approved bonds from such approved bondsman.

Subdivision 4. Filing and Approval. Bonds posted with the keeper of the jail shall be forwarded to the Administrator of Court for filing on the next business day. Thereafter, the Administrator shall verify such bonds as to amount and present them to the judge for his approval endorsement.

Subdivision 5. Forfeiture and Re-instatement. Whenever a bail bond is forfeited by a judge of this Court, the bondsman shall be notified thereof by the Administrator in writing, and be directed to make payment in accordance with the terms of the bond within fourteen (14) days from the date of forfeiture.

Any motion for re-instatement of a forfeited bond shall be supported by a petition and affidavit and shall be filed with the Administrator within 90 days from the date of forfeiture.

The matter of re-instatement of the bond shall be referred to the judge of this Court who forfeited the bond, and no re-instatement of such bond shall be allowed unless the motion is heard within six (6) months from the date of forfeiture. (Adopted from Rules of Practice of the St. Paul Municipal Court, effective January 1, 1975; re-adopted May 12, 1977.)

Rule 12. Default Judgments - Motor Vehicle Accident Cases

In any action involving a claim for property damage or personal injuries based upon the negligent or careless operation of a motor vehicle, when a party against whom a judgment for affirmative relief is sought has failed to plead or otherwise defend within the time allowed therefor by the Minnesota Rules of Civil Procedure for the Municipal Court, and that fact is made to appear by affidavit, judgment by default may be entered against such party in accordance with this rule.

As used herein, the term "motor vehicle" has the meaning given to it by M.S.A. 169.01 Subd. 3.

The party entitled to judgment by default shall move the Court for judgment in his favor, setting forth by affidavit the facts which entitle him to relief. Affidavits may be made by the party entitled to judgment or his attorney, and may include reliable hearsay, such as police reports and repair bills and estimates.

Should it appear to the Court that the moving party is entitled to judgment based upon the affidavits submitted, and that oral testimony is unnecessary, the Court may order judgment by default in favor of such party, which may not exceed the amount demanded in the complaint, plus costs and disbursements.

(Adopted June 12, 1975; re-adopted May 12, 1977.)

Rule 13. Inspection of Police Reports

Police reports of completed investigations of misdemeanor and petty misdemeanor charges pending in this Court are public records and shall, as heretofore, remain open for inspection by the defense and representatives of the press, subject to such reasonable restrictions as to the time and place of in-Court inspection as are necessary to preserve Courtroom Decorum.

The judge before whom a matter is pending may make such orders as are necessary and proper to effectuate this Rule.

(Adopted December 15, 1975; re-adopted May 12, 1977.)

Rule 14. Reinstitution of Dismissed Charges

A prosecutor who desires to reinstitute a criminal or traffic charge which has once been dismissed may present the complaint for probable cause hearing only to the judge before whom the original charge was dismissed. If such judge declines to reinstate the original charge or if such judge is unavailable, the prosecutor may submit the matter to another judge, but in that event shall accompany the complaint with an affidavit, based upon the prosecutor's own personal knowledge, setting forth

the procedural history of the case, the reasons for the prior dismissal, and the efforts which were made to set the matter before the judge before whom the original charge was dismissed or the fact that such judge has reviewed and declined to reinstate the charge.

Violations of this Rule shall be grounds for permanent dismissal of the charge, as well as disciplinary sanctions against the prosecutor.

(Adopted February 14, 1980.)

Rule 15. [Expiration of Parking Warrants.]

(Rescinded, effective September 29, 1978.)

Rule 16. Forcible Entry and Unlawful Detainer Actions

Subdivision 1. Parties. The action shall be brought in the name of the owner of the property, or such other person or legal entity having the present right of possession of the property. No agent shall sue in his own name, and any agent suing for a principal shall allege such authority in the complaint.

Any person, other than a duly licensed attorney, appearing on behalf of a party to the action shall attach to the complaint a copy of the power of authority (a sample form of which is attached to this rule).

Subdivision 2. Filing of Affidavits. Upon return of the sheriff or other process server indicating that the defendant cannot be found in the county and where no person actually occupies the premises described in the complaint, the plaintiff or his attorney shall file an affidavit stating that the defendant cannot be found or on belief that the defendant is not in the state.

Following the filing of such affidavit, the administrator shall issue copies of the summons and complaint for posting and mailing. A copy of the summons and complaint shall be mailed by the plaintiff or the plaintiff's attorney to the defendant at the defendant's last known address, if any is known to the plaintiff. Service of the summons may then be made upon the defendant by posting the summons in a conspicuous place on the premises for not less than one week.

Upon issuance of the summons and complaint for posting and mailing, the plaintiff or his attorney shall file another affidavit stating that a copy of the summons and complaint has been mailed to the defendant at his last known address or that such an address is unknown to the plaintiff. A separate affidavit shall be filed stating that the summons has been posted and the date of posting.

(Adopted October 8, 1981, effective December 1, 1981.)

Rule 17. Alternate Procedure for Appearances in Arraignment Court.

Subdivision 1. Any defendant who is charged with a criminal or traffic offense may make an appearance at any arraignment session to enter a not guilty plea and set the case for trial by jury or by the court, using the procedure set out in this rule.

Subdivision 2. The defendant must be represented by an attorney duly licensed to practice in the courts of this state.

Subdivision 3. Within the time limits set out in paragraph 6 of this rule, the attorney must (1) file a written notice as described in Subdivision 4 and (2) contact the administrator of this court as described in Subdivision 5.

Subdivision 4. The attorney must send to the administrator at the appropriate division a written notice containing the following information, which may be in the form of a letter:

1. The name, date of birth, and address of the defendant; and the name and date of the alleged offense(s).

(The information required in this subparagraph 1 may be supplied by attaching a legible copy of the tag(s) to the notice.)

2. If the arraignment date has been set, the arraignment date; if the date has not been set, a statement so indicating.

3. A demand or waiver of trial by jury, if applicable.

4. A statement that the attorney does and will represent the defendant until final disposition in this court. Within the meaning of this rule, "final disposition in this court" means that the defendant is sentenced (including the imposition of a deferred sentence, but no appearances thereafter), the case is dismissed, or a not guilty verdict is entered.

5. A statement which reads in substance that the defendant knows that he has a right to be present in court for arraignment, and that he knowingly and voluntarily waives his right to be present. The defendant must place his signature immediately below the statement.

Subdivision 5. The attorney must contact the administrator at the appropriate division either by telephone or in person. The administrator shall thereupon set the matter for court trial, jury trial or pretrial conference.

Subdivision 6. Both the written notice described in Subdivision 4 and the contact described in Subdivision 5 are subject to the following time limits:

1. If the arraignment date has been set, the notice must reach the administrator and the contact must be made, both at least one business day before the arraignment date.

2. If the arraignment date has not been set, the notice must reach the administrator and the contact must be made, both within the time allowed by law.

Subdivision 7. If the procedure set out in this rule is followed:

1. The administrator will note on the tab a not guilty plea and a further continuance to the appropriate date for court trial, jury trial or pretrial conference.

2. Neither the attorney nor the defendant need actually be present at the arraignment session.

3. The defendant submits to the jurisdiction of the court without waiving his right to challenge the admissibility of any evidence at trial.

4. The defendant waives his right to demand a formal complaint.

(Adopted and effective March 11, 1982.)

Rule 18. State Versus Nordstrom Issue

A motion to dismiss a gross misdemeanor offense, where the basis of such motion is an uncounseled plea of guilty to a prior misdemeanor offense, as provided in *State vs. Nordstrom*, shall be made by written notice of motion and motion served on the prosecutor and filed with the court three days prior to the date set for the Omnibus Hearing, unless the court, for good cause shown, permits the notice of motion, motion and affidavit to be served and filed at a later time.

(Added June 9, 1983; effective July 1, 1983; amended effective June 14, 1984.)