

Rule 507. Statement of Claim and Counterclaim; Contents; Verification

(a) Claim; Verification; Contents. Each statement of claim and each counterclaim shall be made in the form approved by the court and shall contain a brief statement of the amount and nature of the claim, including relevant dates, and the name and address of the plaintiff and the defendant. The court administrator shall assist with the completion of the statement of claim and counterclaim upon request. Each statement of claim and each counterclaim shall also be signed under penalty of perjury by the party, or the lawyer representing the party pursuant to Minnesota Statutes, section 358.116, provided that the signature is affixed immediately below a declaration using substantially the following language: "I declare under penalty of perjury that everything I have stated in this document is true and correct." In addition to the signature, the date of signing and the county and state where the document was signed shall be noted on the document.

(b) Uniform Statement of Claim or Counterclaim; Acceptance by Court. A statement of claim or counterclaim in the uniform form as published by the state court administrator shall be accepted by any conciliation court administrator when properly completed and filed with the applicable fees, if any.

(c) Confidential Records or Information. Every person filing non-public documents or information with the conciliation court is solely responsible for identifying and designating them as non-public by:

(1) For non-public documents, using a Form 11.2 Cover Sheet for Non-Public Documents (or if filed electronically using a specific filing code in the E-Filing system which defaults the document to Confidential or Sealed) as required in Rule 11 of the General Rules of Practice for the District Courts. Common non-public documents can include, but are not limited to, financial source documents as defined in Rule 11 (such as tax returns, wage stubs, credit card statements); for a more complete listing of nonpublic case records, the state court administrator publishes a table of non-public case records on the main state court website (www.mncourts.gov).

(2) For restricted identifiers as defined in Rule 11 (such as Social Security numbers, employer identification numbers, financial account numbers), by removing them from any public documents filed under and submitting them if needed only on a separate Confidential Information Form as required in Rule 11.

Noncompliance may result in rejection or striking of filings, and/or sanctions as provided in Rule 11 and in Rule 5.04(c) of the Minnesota Rules of Civil Procedure.

(d) Notice of Current Address. Parties or their counsel of record are required to keep the court and other parties aware of any changes to their street and email addresses as required under Rule 13 of the General Rules of Practice for the District Courts.

(Amended effective January 1, 2010; amended effective July 1, 2015; amended effective March 1, 2024.)

1993 Committee Comment

Rule 507(b) requires that all courts accept a statement of claim or counterclaim properly completed on the form set forth in the appendix. Rule 507(a) authorizes a court to tailor the forms that it makes available to litigants for use in that court or to approve forms prepared by the litigants. This rule allows both the court and the litigants to benefit from increased efficiency through the use of various preprinted forms and word processor or computer generated forms. Courts using tailored forms cannot, however, reject a statement of claim or counterclaim properly completed on the form set forth in the appendix.

Advisory Committee Comment - 2009 Amendment

Rule 507, 508, and 518 are amended to remove Forms UCF-8, UCF-9, UCF-10, UCF-22, and 508.1 from the rules and to correct the reference to the forms in the rule. This amendment will allow for the maintenance and publication of the forms by the state court administrator. The forms, together with other court forms, can be found at <http://www.mncourts.gov>.

Forms UCF-8, UCF-9, UCF-10, UCF-22, and 508.1 should be deleted from the rules and maintained in the future on the court's Web site.

Advisory Committee Comment - 2024 Amendments

Rule 507 is amended to call the filer's attention to the requirements for submission of confidential documents and restricted identifiers and notice of change of address set forth in Rules 11 and 13 of the Minnesota General Rules of Practice for the District Courts.