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See also VOTING

See also VOTING MACHINES AND SYSTEMS

USER'S GUIDE

The Minnesota Statutes index is a specialized index containing features that may not be common or familiar to every reader. All readers, but especially librarians who use the statutes often, will find the index easier to use if they understand the thinking behind it.

What Does the Index Cover?

The material indexed is the entire statutes and the Minnesota Constitution. Indexes to the court rules are in Volume 15, the court rules volume.

For Whom Is the Index Written?

Minnesota Statutes, the state's official statutory publication, is used by state employees and is available to the public in county and city public libraries. It is also used by attorneys and law schools. So the index to Minnesota Statutes is designed to serve three audiences: the employees of state agencies, the public, and the bench and bar. The index terms include popular names and words familiar to lay readers as well as the words of the law. The duties of state departments and agencies have been given particular attention.

How Are the Terms Alphabetized?

Main headings in the index are alphabetized letter by letter. Letter-by-letter arrangement differs slightly from word-by-word arrangement, the other common system. In the letter-by-letter system, word divisions are ignored. Here are examples of the different systems:

Letter by letter	Word by word
fire alarms	fire alarms
firearms	fire code
fire code	fire departments
fire departments	fire engines
fire engines	fire escapes
fire escapes	fire hydrants
firefighters	fire insurance
firefighting equipment	firearms
fire hydrants	firefighters
fire insurance	firefighting equipment

What Are the Basic Features of the Index?

1. *Main headings, subheadings, and section numbers.* The words in full capitals and boldface type, followed by indented lines and statute section numbers, are main headings. The indented lines below main headings are called subheadings.

Instead of page numbers, the index directs readers to the section numbers of Minnesota Statutes or articles and sections of the Minnesota Constitution. For an explanation of the statutes' numbering system, see the User's Guide to Minnesota Statutes in Volume 1.

Here is an example of a main heading with subheadings and locators:

FISHERS
 Hunting
 Natural resources department restrictions, 97B.605
 Season, 97B.635
 Unlawful taking, 97A.331
 Small game
 Fishers defined as, game and fish law, 97A.015

2. *"See" references from entry terms.* Sometimes a word in boldface capitals is followed only by a direction to see some other term, as in "JUDICIAL DEPARTMENT, see COURTS." "JUDICIAL DEPARTMENT" is an entry term. An entry term may be a synonym for the main heading. It may also be a more specific term. When you find the main heading, you may find the entry term as a subheading under it.

3. *"See specific index headings" notes.* Very general ideas like "record keeping," "notice," and "appeal," which appear in thousands of places in statutes, are not gathered under their own main headings. If you look under "APPEAL," you will find an entry, "See specific index headings." This means that you must look for appeals in the context of specific courts or proceedings, which have their own main headings. You will find "appeal" as a subheading under those other main headings.

4. "*See*" references from subheadings. There are three kinds of "see" references from subheadings:

A. References to another main heading:

CLERKS

Clerks of court, see COURT ADMINISTRATORS

B. References to a subheading under another main heading:

COURT ADMINISTRATORS

Supreme court, see Court administrator under SUPREME COURT

C. References to a different subheading under the same main heading you are reading:

SUPREME COURT

Decisions, see Opinions under this topic

5. "*See also*" references. The words "see also" give you two kinds of information:

A. They point out other main headings that are related to the one you are reading. Under those other main headings you may find other law about topics related to the one you first looked up. For example, under "ATTESTATION," you will find two directions: "See also SIGNATURES" and "See also WITNESSES."

B. They point out broader terms than the one you first looked up. In a legal index, broader terms are important information. For example, there is law about the specific concept DEER, and there is also law about BIG GAME, a concept which includes deer by definition. Both headings point to law that could affect you.

What Search Strategies Should a Reader Use?

1. Learn some background about the main headings. Main headings are usually names of particular officers, organizations, animals, plants, places, objects, documents, crimes, or commercial activities. They are less often the names of laws or "issues." For example, transfers to minors are dealt with under TRANSFERS TO MINORS, not "Uniform transfers to minors act."

2. Look first for the term as a main heading. Many main headings in this index are very specific, unlike those in the old index, which were usually very general. Examples include specific crimes, such as ARSON, and specific game animals, such as GRAY FOXES.

3. If you don't find the specific heading you are looking for, try a more general term next. For example, a search for the main heading "MUTE SWANS" will not be productive, but if you look under "SWANS," you will find "Mute swans" as a subheading.

4. If you are looking for a law you first read about in a general newspaper, or heard about on the radio or television, try looking under the main heading POPULAR NAMES OF ACTS. Very informal names of laws like "Lemon law" and "Green acres law" are included there. Uniform laws are also gathered under UNIFORM LAWS, and interstate compacts under INTERSTATE COMPACTS.

5. The main heading DEFINITIONS contains an entry for every term defined in the statutes. Because nearly every law begins with a definition section, there are many defined terms. The word you are looking for may be a defined term even if it is not a main heading, so try looking for it under DEFINITIONS.

How Can Readers Make Suggestions or Comments?

The 1994 Statutes index was a completely new edition. This index is the first revision of the new index. The index evolves with changes made to the law each year and with suggestions brought to our attention by index users. Users who have comments or questions are encouraged to submit them to the Office of the Revisor of Statutes. Use the enclosed Comment Cards, call Lorna Breiter or Maryann Corbett at 612-296-2868, fax comments to us at 612-296-0569, or e-mail us at either:

lorna.breiter@revisor.leg.state.mn.us

or

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