

State of Minnesota

County _____

District Court

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

Plaintiff/Petitioner

And

Defendant/Respondent

Date Case Filed: _____

**Certificate of Representation
and Parties**

This Certificate must be filed pursuant to Rule 104 of the General Rules of Practice for the District Courts, which states: “A party filing a civil case shall, at the time of filing, notify the Court Administrator in writing of the name, address and telephone number of all counsel and unrepresented parties, if known (see form 104 appended to these rules). **If that information is not then known to the filing party, it shall be provided to the Court Administrator in writing within seven (7) days of learning the information.** Any party impleading additional parties shall provide the same information to the Court Administrator. The Court Administrator shall, upon receipt of the completed certificate, notify all parties or their lawyers, if represented by counsel, of the date of filing the action and the file number assigned.”

PETITIONER, Self-represented

RESPONDENT, Self-represented

Name

Name

Street Address

Street Address

City State Zip Code

City State Zip Code

Telephone Number

Telephone Number

Note: If either Petitioner or Respondent gets an attorney, the attorney’s name, address, telephone number and attorney ID number must be given in writing to the Court Administrator immediately.