

Technical Assistance Memorandum

To: Complainants and Respondents

From: Danielle Shelton Walczak
Director, Complaint Investigations Division
Minneapolis Department of Civil Rights

Date: February 1, 2018

Subject: Minneapolis Code of Ordinances, Title 7 Amendments; Computation of Time

Expiration

This memorandum does not expire unless superseded by another technical memorandum or the passage of ordinance amendments regarding the same topic.

Implementation

This Technical Memorandum is effective immediately and shall affect all cases filed with the Complaint Investigations Division on or after February 1, 2018.

Introduction

This Technical Memorandum contains information concerning changes in the computation of time for complaint and respondent documentation.

Purpose

The purpose of this memorandum is to facilitate compliance with the amendments to the Minneapolis Code of Ordinances Title 7 (Civil Rights Ordinance) which went into effect February 1, 2018.

Applicable Ordinance Amendment

Minneapolis Code of Ordinances, Title 7, Section 139.10 (e) states: "Time shall be computed according to Rule 6 of the Minnesota Rules of Civil Procedure."

Guidelines

Prior to the enactment of this amendment, filing times were computed based on a party's receipt of notice. This amendment provides more guidance. Time will now be computed based on what is known as the "mailbox rule." Time will be calculated based on the date notice was sent through U.S. Mail or by electronic means.

U.S. Mail

When notice or response is sent by U.S. Mail (3) three days shall be added to the proscribed deadline period.

Other Means of Service (e.g. electronic mail, hand delivery, fax)

If service is made by other means other than U.S. Mail and completed after 5:00 p.m. Central Standard Time on the day of service, an additional day shall be added to the proscribed deadline period.

For any proscribed deadline period less than seven (7) days, time computation excludes intervening Saturdays, Sundays and legal holidays. When the deadline is seven (7) days or longer the above exclusions do not apply.

For greater detail please see Rule 6 of the Minnesota Rules of Civil Procedure.

Questions

Any questions regarding the technical provisions of this memorandum can be addressed at the following:

Taylor Crouch-Dodson, Admin Analyst
Complaint Investigations Division

Minneapolis Department of Civil Rights
612-673-2091