

INDEX

INTRODUCTION AND USERS' GUIDE

Why an Introduction?

Many people believe that the use of an index is obvious and intuitive, not something that needs to be explained. Recent research shows, however, that many readers do not know how to use indexes efficiently, and that a number of features that are common in indexes are not as obvious as we thought. In a specialized index such as this, there are also features that are not common and so not 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

fire alarms
firearms
fire code
fire departments
fire engines
fire escapes
firefighters
firefighting equipment
fire hydrants
fire insurance

Word by word

fire alarms
fire code
fire departments
fire engines
fire escapes
fire hydrants
fire insurance
firearms
firefighters
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 Users Guide to Minnesota Statutes in Volume 1.

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

FISHERS

Fur-bearing animals

Fishers defined as, 17.351

Fur farms, see FUR FARMS

Hunting

Natural resources department restrictions, 97B.605

Season, 97B.635

Small game, fishers defined as, 97A.015

Unlawful taking, 97A.331

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 "BLOOMINGTON (CITY)" will not be productive, but if you look under CITIES, you will find "Bloomington" 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.

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ABBREVIATIONS

AA
 Accountants, use, restrictions, 326.211

ANSI
 American national standards institute
 Health care administrative simplification act, 62J.51
 Manufactured home building code, 327.31
 MinnesotaCare, 62J.04

ANSI ASC X12 270/271
 Eligibility transaction set
 Health care administrative simplification act, 62J.51

ANSI ASC X12 834
 Enrollment transaction set
 Health care administrative simplification act, 62J.51

ANSI ASC X12 835
 Claim payment/advance transaction set
 Health care administrative simplification act, 62J.51

ANSI ASC X12 837
 Claim submission transaction set
 Health care administrative simplification act, 62J.51

AP
 Accountants, use, restrictions, 326.211

ASC X12
 American national standards institute committee X12
 Health care administrative simplification act, 62J.51

ASTM
 American society for testing and materials
 Motor fuel taxes, 296.01

ASTM specifications
 Petroleum products, 239.05

A.T.R.
 Athletic trainers, 148.7803

BCA
 Criminal apprehension bureau, 299C.64

BOT facility
 Build-operate-transfer toll facilities
 Toll facilities, 160.84

BTO facility
 Build-transfer-operate toll facility
 Toll facilities, 160.84

CA
 Accountants, use, restrictions, 326.211

C. and F.
 Cost and freight
 Commercial code, 336.2-320

ABBREVIATIONS (Cont'd)

CCDC
Certified chemical dependency counselor, 148C.06

CCDCR
Certified chemical dependency counselor reciprocal, 148C.06

CCDP
Certified chemical dependency practitioner, 148C.06

CHIPS
Children in need of protection or services, 256.995

CIC
Common interest communities, 515B.1-102, 515B.1-103

C.I.F.
Cost, insurance, and freight
Commercial code, 336.2-320

CIN
Claimed investigational exemption for a new drug
THC therapeutic research act, 152.21

CJIS
Criminal justice information system
Child protection background check act, 299C.61
Missing children's act, 299C.52

C.O.D.
Commercial code, 336.2-513

CPA
Certified public accountant
Exclusive use granted, 326.21
Use, violations, 326.211

CPTs
Certificates of possessory title
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DAW
Dispense as written
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DBS
Direct broadcast satellite systems
Cable communications, 238.22

DC
Healing arts, registration, 146.01

DO
Healing arts, registration, 146.01
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DPM
Podiatry law, 153.17

D.T.R.
Dietetic technician registered, 148.630

ECFVG certificate
Certificate issued by the American veterinary medical association education commission for graduates of a foreign college of veterinary medicine, equivalent to an accredited or approved college of veterinary medicine
Veterinarians, 156.001

EDI
Electronic data interchange
Health care administrative simplification act, 62J.51

ESV-IS, 16B.43, 121.93

ETBE
Motor fuel taxes, 296.01

F.A.S.
Free alongside
Commercial code, 336.2-319

F.O.B.
Free on board
Commercial code, 336.2-319

HBV
Hepatitis B virus, prevention program
Examining and licensing boards, 214.18

HEDIS 2.0
Health plan employer data and information set
Health care data collection, 62J.45

HIV
Human immunodeficiency virus, prevention program
Examining and licensing boards, 214.18

HUD
United States Secretary of Housing and Urban Development, 469.166

ABBREVIATIONS (Cont'd)

ICF/MR, see Mentally retarded and related conditions persons under

INTERMEDIATE CARE FACILITIES

ISNTAP
Integrated service network technical assistance program, 62N.23

ISO
International standardization organization
Health care administrative simplification act, 62J.51
Weights and measures, 239.011, 239.101

LA
Accountants, use, restrictions, 326.211

LAC
Legislative advisory commission, 469.169

LCWM
Legislative commission on waste management, 116J.555

L.L.C.
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L.L.P.
Limited liability partnerships, 323.45

LNG
Liquefied natural gas
Pipeline safety office, 299J.02

LPA
Accountants, use, restrictions, 326.211

LPN
Licensed practical nurse, 148.171

LSD
Lysergic acid diethylamide
Controlled substance crimes, 2d degree, 152.022

Ltd.
Limited
Professional corporations, 319A.07

MATV
Master antenna television systems
Cable communications, 238.22

MB
Healing arts, registration, 146.01

MCHA
Minnesota comprehensive health association, 62L.02

MD
Healing arts, registration, 146.01
Physicians and surgeons, 147.081

MDS
Multipoint distribution systems
Cable communications, 238.22

MEWAs
Multiple employer welfare arrangements
Health and accident insurance, 62H.10

MMIS
Medicaid management information system, 256B.056

MTBE
Motor fuel taxes, 296.01

NAIC
National association of insurance commissioners
Business transacted with producer controlled insurer act, 60J.07
Medicare supplement insurance, 62A.319

NCIC
National crime information center
Missing children's act, 299C.52

NCPDP
National council for prescription drug programs, inc.
Health care administrative simplification act, 62J.51

NFPA
National fire protection association
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P.L.L.P.
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PMI
Person master index
Health care administrative simplification act, 62J.54

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POD
 Pay on death, TOD security registration, 524.6-305
RA
 Accountants, use, restrictions, 326.211
RBGH
 Recombinant bovine growth hormone, 32.75
R.D.
 Registered dietician, 148.624, 148.630
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RURESA
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THC
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