

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

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 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:

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ANSI ASC X12 837
Claim submission transaction set
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AP
Accounting practitioner
Use, restrictions, 326.211

ASC X12
American national standards institute committee X12
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ASTM
American society for testing and materials
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A.T.R.
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BCA
Criminal apprehension bureau, 299C.64

BOT facility
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BTO facility
Build-transfer-operate toll facilities
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CA
Certified accountant
Use, restrictions, 326.211
Chartered accountant
Use, restrictions, 326.211

CAF
Combined application form, human services, 256.01, 256.7351

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

CAPRA
Capital asset preservation and replacement account, 16A.632

CCDC
Certified chemical dependency counselor, 148C.06

CCDCR
Certified chemical dependency counselor reciprocal, 148C.06

CCDP
Certified chemical dependency practitioner, 148C.06

CCE
Calcium carbonate equivalent
Agricultural liming materials law, 18C.531

C.F.
Commercial code, 336.2-320

CFC
Chlorofluorocarbons
Regulation, pollution control agency, 116.70

CHAMPUS
Civilian health and medical program of the uniformed services
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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
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CJIS
Criminal justice information system
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Missing children's act, 299C.52

CLASS services
Custom local area signaling service
Telephone companies, 237.75

CNG
Compressed natural gas, 296.01

ABBREVIATIONS (Cont'd)

C.O.D.
Cash on delivery
Commercial code, 336.2-513

Cops
Community-oriented policing (cops) grant program
Public safety department, 299A.62

CPA
Certified public accountant
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CPTs
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DAW
Dispense as written
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DBS
Direct broadcast satellite systems
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D.C.
Doctor of chiropractic
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DNA analysis
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D.O.
Doctor of osteopathy
Healing arts, registration, 146.01
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DPM
Doctor of podiatric medicine, 153.17

D.T.R.
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ECFVG
Educational commission for foreign veterinary graduates
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ECFVG certificate
Certificate issued by the American veterinary medical association
education commission for foreign veterinary graduates, 156.001

EDI
Electronic data interchange
Health care administrative simplification act, 621.51

EDP
Employability development plan
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Work first program, 256.7351

ENP
Effecting neutralizing power
Agricultural liming materials law, 18C.531

ETBE
Ethyl tertiary butyl ether
Motor fuel taxes, 296.01

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

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

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

HEAPR
Higher education asset preservation and replacement, 135A.046

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

ABBREVIATIONS

ABBREVIATIONS (Cont'd)

HIV (Cont'd)
Human immunodeficiency virus (Cont'd)
Exposure and testing of emergency medical service personnel, 144.761

HUD
United States Secretary of Housing and Urban Development, 469.166

HVAC
Heating, ventilating, air conditioning, 103G.005

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

IEP
Individual education plan
Interagency early childhood intervention system, 120.1701

IFSP
Individualized family service plan
Children with disabilities, 120.1701

IND
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Inter-LATA interexchange service
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ISNTAP
Integrated service network technical assistance program, 62N.23

ISO
International standards organization
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JCC
Jewish community center, 315.51

JSP
Job search plan
Work first program, 256.7351

LA
Licensed accountant
Use, restrictions, 326.211

LAC
Legislative advisory commission, 469.169
Licensed acupuncturist, 147B.02

LATA
Local access and transport area
Communication-impaired persons, 237.50

LCWM
Legislative commission on waste management, 116J.555

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L.P.
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LPA
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Use, restrictions, 326.211

LPN
Licensed practical nurse, 148.171

LSD
Lysergic acid diethylamide
Controlled substance crimes, 152.022

Ltd.
Limited
Professional corporations, 319A.07

LWECS
Large wind energy conversion system, 116C.691

MATV
Master antenna television systems
Cable communications, 238.22

M.B.
Bachelor of medicine
Healing arts, registration, 146.01

MCHA
Minnesota comprehensive health association, 62L.02

ABBREVIATIONS (Cont'd)

M.D.
Doctor of medicine
Healing arts, registration, 146.01
Medical practice board, regulations, 147.081

MDS
Multipoint distribution systems
Cable communications, 238.22

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

MFIP-R
Minnesota family investment plan-Ramsey County, 256.047

MMIS
Medicaid management information system, 256B.056

MTBE
Methyl tertiary butyl ether
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
Regulation of insurance companies' risk-based capital, 60A.60

NCCA
National commission for the certification of acupuncturists, 147B.01

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

NCPDP
National council for prescription drug programs, inc.
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NFPA
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POD
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QMRP
Qualified mental retardation professional
Medical assistance, 256B.501

RA
Registered accountant
Use, restrictions, 326.211

RB
Reinsurance intermediary-broker, 60A.705

RBGH
Recombinant bovine growth hormone, 32.75

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Registered dietician, 148.624, 148.630

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Reinsurance intermediary—manager, 60A.705
- RN**
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