

**STANDING ORDER**

Re: Filing of Employment Verification and Workforce Employment Forms  
Confidentially Under Rule 11.2 Other Document Category

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**Whereas**, pursuant to Minnesota Statutes section 518A.28(a), parties to an action in which a child support obligation must be determined are required to disclose the source(s) of their gross income and must serve and file a financial affidavit that includes supporting documentation necessary to calculate their gross income.

**Whereas**, under Minnesota Statutes section 518A.28(a), supporting documentation includes, among other things, wage stubs, employer statements, and tax returns.

**Whereas**, Rule 11 of the Minnesota Rules of General Practice prohibits parties from including restricted identifiers and/or filing confidential financial source documents in the publicly accessible portion of a court file.

**Whereas**, under Rule 11, restricted identifiers include complete or partial social security numbers, employer identification numbers, and other taxpayer identification numbers.

**Whereas**, under Rule 11, financial source documents are defined as “income tax returns, W-2 forms and schedules, wage stubs, credit card statements, financial institution statements, check registers, and other financial information deemed financial source documents by court order.”

**Whereas**, county child support offices obtain Employment Verification Response and similar Workforce employment forms from parties’ employers, and such documents contain restricted identifiers and much of the same confidential information included on tax returns and wage stubs.

**Whereas**, given the nature of the information included on such documents, Employment Verification Response and Workforce employment forms should be treated like wage stubs and tax returns and treated as financial source documents under Rule 11.

**Whereas**, parties should be permitted to file Employment Verification Response and Workforce employment forms with a Cover Sheet for Non-Public Documents (Form 11.2) to prevent public access to the confidential information contained on such documents.

**NOW, THEREFORE**, the Court makes the following:

**ORDER**

1. Employment Verification Response and Workforce employment forms are deemed financial source documents by the District Court of Anoka.
2. Employment Verification Response and Workforce employment forms shall be filed confidentially under a Cover Sheet for Non-Public Documents (Form 11.2).

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The Honorable Bethany A. Fountain Lindberg  
Anoka County Judicial District Bench Chair