



**Minnesota Judicial Branch**

**Self-Help Center**

300 South 6<sup>th</sup> Street, SK  
Hennepin County Government Center  
Minneapolis, MN 55487  
612-348-9399  
[www.mncourts.gov/selfhelp](http://www.mncourts.gov/selfhelp)

**Fourth Judicial District • Hennepin County**

## **Order for Financial Disclosure Process**

MN Statutes § 491A and § 550.011

You can use the instructions below to start the financial disclosure process if all of the following are true:

- Your judgment has been docketed for (a) district court 30 days, or (b) conciliation court past the stay date listed on your Order for Judgment form; and
- The judgment is not satisfied.

### **INSTRUCTIONS**

1. Get the forms and instructions at [www.mncourts.gov/district/4](http://www.mncourts.gov/district/4). (Click the link for Forms on the left side of the webpage.)
2. You'll need the following information:
  - a. The debtor's name and address
    - i. If the debtor is a business or company, you must state the name of the person responsible for the business. For example, officer, CEO, CFO, manager, etc.
    - ii. If you are not sure which individual is responsible for the business, you can search the Minnesota Secretary of State's webpage at [www.sos.state.mn.us](http://www.sos.state.mn.us).
  - b. The district court file number, which begins with 27-CV-\_\_\_\_\_.
3. Complete all of the information in black ink on the Request for Order for Disclosure form.
4. Complete all of the information in black ink on the Order for Disclosure form. The only areas you DO NOT complete on this form are the signature/date blanks in the lower/right area.
5. If there is more than one debtor, you must submit a Request for Disclosure form and proposed Order for Disclosure form for EACH person.
6. File the court forms along with a check for \$5.00 for each request by making your check payable to: District Court Administrator. You may file in person or mail the completed forms and check to Civil Filing Department-Hennepin County Government Center, MC 332 Minneapolis, MN 55487-0332.
7. The Court will mail you a copy of the Order for Disclosure.
8. You may ask the Court to sign an Order to Show Cause if all of the following are true:
  - a. At least 16 days has passed from the date of the Order for Disclosure;
  - b. The debtor has not responded to you; and
  - c. You have not received notice from the Court that the Order for Disclosure was returned by the Post Office as undeliverable.
  - d. Instructions for getting an Order to Show Cause can be found at the Self-Help Center.