



The Self-Help Center (SHC) gives information, not legal advice. There is no attorney-client relationship between you and SHC staff and communications you have with SHC staff are not confidential. We must be neutral and may help any party to a case. We are not responsible for the outcome of your case.

You should talk to an attorney if you want specific advice, confidential conversations, or to be represented by an attorney in court. If you need help finding an attorney you can call the Hennepin County Bar Association at (612) 752-6666. If you cannot afford an attorney you can contact Legal Aid at (612) 334-5970 or Volunteer Lawyers Network at (612) 752-6677 to see if you qualify for free legal services.

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. 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.
 - b. The district court file number, which begins with 27-CV-_____.
2. Complete all of the information in black ink on the Request for Order for Disclosure form.
3. 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.
4. If there is more than one debtor, you must submit a Request for Disclosure form and proposed Order for Disclosure form for EACH person.
5. 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, 300 South Sixth Street, Minneapolis, MN 55487-0332.

6. The Court will mail you a copy of the Order for Disclosure.
7. 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.

State of Minnesota

District Court

County of: Hennepin	Judicial District: <u>Fourth</u>
	Court File Number: _____
	Case Type: _____

Plaintiff (first, middle, last)

vs.

Request for Order for Disclosure

(Minn. Stat. §491A.02, subd. 9 and §550.011)

Defendant (first, middle, last)

TO: The Court Administrator Concerning:

Judgment Debtor's Name: _____

Address: _____

City, State, Zip: _____

The Judgment Creditor states that:

1. The Judgment Creditor has won a Judgment in this lawsuit against the Judgment Debtor.
2. The case began in District Court and the Court Administrator docketed the judgment more than thirty (30) days ago OR the case began in Conciliation Court and the Court Administrator has docketed the judgment,
3. The Judgment Debtor has not paid all of the money which is owed to the Judgment Creditor, and
4. The Judgment Creditor and the Judgment Debtor have not agreed to some other way to settle the debt.

The Judgment Creditor requests that the Court order the Judgment Debtor to fill out a Financial Disclosure form, and mail it to the Judgment Creditor at the address shown below.

The statements made in this request are true and correct to the best of my knowledge.

Dated: _____

Judgment Creditor's Authorized Signature and title

Name: _____

County and State where signed

Address: _____

City/State/Zip: _____

Telephone: _____

E-mail address: _____

SEE THE SUMMARY OF EXEMPT PROPERTY FORM FOR IMPORTANT INFORMATION

State of Minnesota

County of Hennepin

District Court

Judicial District: Fourth
Court File Number:
Case Type: Civil

Plaintiff

vs.

ORDER FOR DISCLOSURE
(Minn. Stat. § 491A.02, subd. 9,
Minn. Stat. § 550.011)

Defendant

THIS IS AN OFFICIAL COURT ORDER THAT REQUIRES YOU TO PROVIDE CERTAIN INFORMATION. READ IT CAREFULLY.

TO: _____
Judgment Debtor

Within 10 days after service of this Order, you must:

- 1. Fill out the attached Financial Disclosure Form describing your personal finances.
- 2. Mail this completed form to the **Judgment Creditor** at the address stated in the box below.
(NOTE: Certified mail is required unless the case began in conciliation court. Minn. Stat. § 550.011)

WARNING: If you do not complete and mail the disclosure form to the Judgment Creditor within 10 days AFTER SERVICE OF THIS ORDER, the Judgment Creditor may ask the Court to hold you in “civil contempt of court”. If the Court decides that you intentionally disobeyed this Order, the Court may fine you, put you in jail, or both.

This Order was issued because:

- 1. The JUDGMENT CREDITOR has won a Judgment in the lawsuit against you;
- 2. The case began in District Court and the Court Administrator docketed the judgment more than thirty (30) days ago OR the case began in Conciliation Court and the Court Administrator has docketed the judgment;
- 3. You have not paid the JUDGMENT CREDITOR all of the money which the Judgment says you owe; and

4. You and the JUDGMENT CREDITOR have not agreed to some other way to settle the debt you owe.

Mail the Financial Disclosure Form to:	
Judgment Creditor's Name	
Address	
City/State ()	Zip
Telephone	

Date: _____

BY THE COURT:

Court Administrator

By: _____
Deputy

See [Summary of Exempt Property Form](#)