



MINNESOTA JUDICIAL BRANCH

Self-Help Center
Fourth Judicial District
Hennepin County
651-478-8757

300 South 6th Street
Hennepin County Government Center
Minneapolis, MN 55487
[Self-Help Centers \(mncourts.gov/selfhelp\)](https://mncourts.gov/selfhelp)

Request for Order for Disclosure Instructions (Minn. Stat. §§ 491A; 550.011)

Revision Date: 02/2025

You can use the instructions below to start the financial disclosure process if all 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.
1. You'll need the following information:
 - The debtor's name and address
 - 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.
 - If you are not sure which individual is responsible for the business, you can search the [Minnesota Secretary of State's webpage \(sos.state.mn.us\)](https://sos.state.mn.us).
 - The district court file number.
 2. Complete all the information on the [Request for Order for Disclosure form- JGM302 \(https://mncourts.gov/GetForms.aspx?c=24&f=388\)](https://mncourts.gov/GetForms.aspx?c=24&f=388).
 3. If there is more than one debtor, you must fill out a Request for Order for Disclosure form for each debtor.
 4. 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 form and check to Civil Filing Department-Hennepin County Government Center, MC 332, 300 South Sixth Street, Minneapolis, MN 55487-0332.
 5. File the Request for Order for Disclosure form with the [Hennepin County Civil Division \(https://mncourts.gov/Find-Courts/Hennepin/HennepinCivilCourt.aspx\)](https://mncourts.gov/Find-Courts/Hennepin/HennepinCivilCourt.aspx) in person, by mail, or by [eFiling \(https://mncourts.gov/File-a-Case/File-in-A-District-Trial-Court.aspx\)](https://mncourts.gov/File-a-Case/File-in-A-District-Trial-Court.aspx) with the [appropriate filing fee \(https://mncourts.gov/Help-Topics/Court-Fees/District-Court-Fees.aspx\)](https://mncourts.gov/Help-Topics/Court-Fees/District-Court-Fees.aspx) or a [Fee Waiver Application \(https://mncourts.gov/GetForms.aspx?c=19&p=69\)](https://mncourts.gov/GetForms.aspx?c=19&p=69).
 6. If approved, the Court will send you and the debtor(s) a copy of the Order for Disclosure.