

FAMILY COURT MATTER

If you are representing yourself, you must have your court forms reviewed by a Ramsey County Family Court Self-Help Service Center employee. Please visit the Self-Help Service Center after you have completed the forms but before you have had the other party served.

SUMMONS AND COMPLAINT TO ESTABLISH PATERNITY

Return completed forms to:

Ramsey County Family Court
15 W. Kellogg Blvd
Room 160
St Paul, MN 55102
Telephone: 651-266-5125

Hours of Operation:
Monday – Friday, 8:00 am – 4:30 pm

The Self-Help Service Center is not open for in-person services. Self-Help staff will call you to review your paperwork with you over the phone.

Please make sure you include your phone number and email in your paperwork.

*****IMPORTANT FEE INFORMATION*****

**THE FILING FEE OF \$300 MUST BE PAID OR WAIVED BEFORE
YOUR PAPERWORK CAN BE FILED. YOU CAN ASK THE COURT FOR
A FEE WAIVER APPLICATION IF YOU CANNOT AFFORD TO PAY
THE FILING FEE.**

Summons and Complaint to Establish Paternity

Establishing paternity of a child means:

- 1. You and the other parent were not married to each other at the time the child was born AND**
- 2. You and the other parent did not sign a Recognition of Parentage or other paternity statement at or after the time the child was born.**

STOP: If you and the other parent were married or signed a Recognition of Parentage or other paternity statement, you should not use these forms.

IMPORTANT: Use these forms only if:

1. There is no Court Order deciding custody or parenting rights in Ramsey County, a different county, or a different state.
2. You are the child's parent or you want to determine if you are the child's parent.
3. The child currently lives in Ramsey County.

STOP: If there is a Court Order deciding custody in another county or state, you need to bring a motion in that existing case.

STOP: If the child does not currently live in Ramsey County, the court may not be able to decide custody and parenting time issues. You may want to start your case where the child lives.

INSTRUCTIONS

Step 1

Fill Out the *Summons*

The Summons: This form tells the other party that you have filed a lawsuit against him/her to determine the paternity of a minor child and that he/she has 20 days to respond to your Complaint.

At the top of the form:

- On the line above “Name of Petitioner,” print your full name: ***first, middle, last***. From now on, you will always be the Petitioner in this case. Print your name on all the lines requiring the Petitioner’s name throughout this form.
- On the “Name of Respondent” line, print the other party’s full name: ***first, middle, last***. Print the other party’s name on all lines requiring the Respondent’s name throughout this form.
- Print the child’s full name and birth date on the lines provided in the next paragraph.

Step 2

Fill Out the *Complaint*

The Complaint: This form is divided into two parts. The first part gives the Court information about you, the other party, your child, your relationship with the other parent, income information for each parent, and whether you want genetic blood testing to be done. The second part tells the Court and the other party what you are asking for from the Court.

- At the top of the page, fill out the caption or case title with the parties’ names exactly as you did on the *Summons*.
- Answer all the questions that apply to you throughout this form.

Important: Some sections have several boxes for you to check. You must check only the boxes that apply to you under these sections.

- There are two kinds of custody that the Court will award. The information below will help you answer the questions about custody:
- **Legal Custody** identifies which parent(s) have the right to make decisions regarding the upbringing of the child, including education, health care, and religious training. Legal Custody can either be sole or joint. **Sole Legal Custody** means that only one parent has a right to make decisions regarding the upbringing of the child, and **Joint Legal Custody** means both parents share in the decision-making.
- **Physical Custody** identifies which person(s) will handle the routine daily care and control of the child. Generally, the child lives with the parent who has physical custody. Physical custody can either be sole or joint. If **Sole Physical Custody** is awarded, the parent with whom the child does not live with will have scheduled parenting time (visitation) rights unless the court "reserves" parenting time. If parenting time is "reserved" there is no order made for parenting time. You must give the court reasons why parenting time should be reserved. **Joint Physical Custody** means that the child lives with both parents based upon a schedule that best meets the needs of the children and parents, and that the parents have joint responsibility and control in the daily care of the child. If you request joint physical custody, you must be able to show that you and the other parent can cooperate and work together to resolve problems that arise in raising your child. The court may require you and the other parent to agree to mediate any disputes regarding joint physical custody before bringing a custody dispute back to court.

Read the Verification and Acknowledgement that follow carefully. When you sign your name to these provisions you are telling the Court that you are telling the truth concerning the matters in the complaint form and that your requests are made in good faith. If you are not telling the truth or are misleading the Court or are serving or filing this document for an improper purpose, the Court can order you to pay money to the other party or impose other sanctions upon you.

State of Minnesota

District Court

County Ramsey

Judicial District: Second

Court File Number: _____

Case Type: _____

In regard to the case of:

Summons

Name of Petitioner

And

Name of Respondent

TO THE ABOVE-NAMED RESPONDENT:

IMPORTANT NOTICE:

The Petitioner has filed a lawsuit against you to have the Court determine the paternity of the following minor children:

_____, BORN _____
Child's full name Date of birth

_____, BORN _____
Child's full name Date of birth

THIS SUMMONS IS AN OFFICIAL DOCUMENT THAT AFFECTS YOUR RIGHTS. A copy of the paperwork regarding the lawsuit is served on you with this summons. Read this summons and attached complaint carefully. If you do not understand it, contact an attorney for legal advice.

1. The Petitioner has filed a lawsuit asking the court to decide custody and parenting time of the parties' minor children.
2. Petitioner
 - A. ☐ is requesting the court to establish child support.
 - B. ☐ is not requesting the court to establish child support.

3. You must serve upon Petitioner and file with the Court a written Answer to the Complaint. You must pay the required Court filing fee. If you cannot afford to pay the filing fee, you may qualify to have the filing fee waived by the court. You must file an In Forma Pauperis application with the court and a judge will decide whether you must pay the fee. All court forms are available from the Court Administrator's office.
4. You must serve your Answer upon Petitioner **within 21 days** of the date you were served with this Summons, not counting the day of service. If you do not serve and file your Answer, the court may grant Petitioner everything he or she is asking for in the attached Complaint

NOTICE OF PARENT EDUCATION PROGRAM REQUIREMENTS

Parenting education may be required in all custody or parenting proceedings. You may contact court administration for additional information regarding this requirement and the availability of parent education programs.

Dated: _____

Petitioner's Signature

Name: _____

Street Address: _____

City/State/Zip: _____

Telephone: () _____

E-mail address: _____

State of Minnesota

District Court

County Ramsey

Judicial District: Second

Court File Number: _____

Case Type: _____

In regard to the case of:

Name of Petitioner

**Complaint to Establish Paternity and
Custody (Minn. Stat. 257.15)**

And

Name of Respondent

Petitioner states and alleges that all of the following statements are true:

1. Information about Petitioner.

_____	_____	_____
First	Middle	Last
_____		_____
Street Address		Apt. #
_____	_____	_____
City	State	Zip Code

Petitioner's birthdate is: _____

Petitioner is a member of the Armed Forces. ☐ YES ☐ NO

2. Information about Respondent.

_____	_____	_____
First	Middle	Last
_____		_____
Street Address		Apt. #
_____	_____	_____
City	State	Zip Code

Respondent's birthdate is: _____

Respondent is a member of the Armed Forces. ☐ YES ☐ NO

3. **Children Petitioner and Respondent Have Together (Joint Children)**

Child's Full Name

Date of Birth

First Middle Last Month / Day / Year

First Middle Last Month / Day / Year

The children currently live with: ☐ Me ☐ Other parent

☐ Other person (*print full name of other parent or person*): _____

If a child is living with someone other than a parent, write the child's address below:

Address: _____
Street Address Apt. No.

City County State Zip Code

Has each child lived in Minnesota for the past six (6) months? ☐ YES ☐ NO

If NO, list dates and locations of where the children have been living for the last six months:

4. **Parentage.**

Each child's birth certificate (*check a box*) ☐ does ☐ does not list a father's name.

The name of the father on the birth certificate is _____.

☐ Petitioner and Respondent did NOT sign a Minnesota Recognition of Parentage or a similar paternity statement from a state other than Minnesota.

IF THIS BOX IS NOT CHECKED, STOP YOU ARE USING THE WRONG FORM.
YOU MUST COMPLETE A SUMMONS AND PETITION TO ESTABLISH CUSTODY
AND PARENTING TIME.

☐ Petitioner and Respondent signed a Minnesota Recognition of Parentage or a similar paternity statement from a state other than Minnesota and I want to vacate that document.

5. Information about the Parties' Relationship.

(Check all the boxes that apply to you and fill in the information:

- A. ☐ The Petitioner and Respondent are not married to each other and were not married to each other when the children were born.
- B. ☐ Petitioner and Respondent lived together from _____
(date) until _____ (date) in the County of _____,
State of _____.
- C. ☐ Petitioner and Respondent did NOT live together.
- D. ☐ Petitioner and Respondent had sexual intercourse together during the month(s) of _____, in the year _____, and as a result, the following children were born:
- 1) ☐ Name of Child: _____, born in the
City of _____, County of _____,
State of _____.
- 2) ☐ Name of Child: _____, born in the
City of _____, County of _____,
State of _____.

6. Genetic Testing.

The Petitioner: *(check only one box)*

☐ DOES ☐ DOES NOT

request that the Court order paternity blood or genetic tests to determine whether

☐ Petitioner ☐ Respondent is the biological father of the children.

7. Information about Petitioner's Employment, Income and Expenses.

(Check all the boxes that apply to you and fill in the information):

- A. ☐ The Petitioner is employed at _____,
earning a gross income of \$ _____ per month.
- ☐ The Petitioner is unemployed.
- ☐ The Petitioner is receiving public assistance from _____ County.
- B. Petitioner has monthly expenses in the amount of \$ _____,
including expenses for the following people: _____

C. Petitioner has the following minor children from another relationship:

☐ None

Name: _____ DOB: _____

Name: _____ DOB: _____

8. Information about Respondent's Employment, Income and Expenses.

(Check all the boxes that apply to you and fill in the information):

A. ☐ The Respondent is employed at _____,

earning a gross income of \$ _____ per month.

☐ The Respondent is unemployed.

☐ The Respondent is receiving public assistance from _____ County.

B. Respondent has monthly expenses in the amount of \$ _____,

including expenses for the following people: _____

C. Respondent has the following minor children from another relationship:

☐ None

Name: _____ DOB: _____

Name: _____ DOB: _____

9. Child Protection Case.

Has a Child Protection case involving Petitioner and Respondent's children taken place in Minnesota or another state? ☐ YES ☐ NO

If YES, the case is in the County of _____ in the State of _____
_____ and the Court file number is _____. The name of
the child or children involved in the Child Protection case is: _____

10. Protection or Harassment Order.

An Order for Protection or a Harassment/Restraining Order is in effect regarding Petitioner and Respondent: ☐ YES ☐ NO.

If YES, the Order protects: ☐ Petitioner ☐ Respondent ☐ the children. The Order was filed in the County of _____, on the date _____, and the Court file number is _____.

11. Other Proceedings

Has a separate court case for custody, parenting time, or child support involving one or more of the children at issue in this proceeding been started in Minnesota or elsewhere?

☐ YES ☐ NO

If YES, the type of court case is _____. The case is in the County of _____ in the State of _____ and the Court file number is _____.

The case ☐ has been Dismissed ☐ is Pending ☐ resulted with a final Order

12. Statutory Authority.

Petitioner brings this action pursuant to Minnesota Statutes Section 257.57 and Section 257.541, Subd. 2, to declare and adjudicate the existence of a father-child relationship, and to establish the appropriate orders for child support, custody, and parenting time.

13. Custody.

A. Legal Custody means which parents have a say in the major decisions regarding the joint children's lives including education, religious upbringing and medical treatment. It is in the children's best interests that legal custody be granted as follows: *(check one)*

☐ Joint legal custody to both parents

☐ Sole legal custody to ☐ Petitioner ☐ Respondent

B. Physical custody identifies which parents will handle the routine daily care and control of the joint children. It is in the children's best interests that physical custody be granted as follows: *(check one)*

☐ Joint physical custody to both parents

☐ Sole physical custody to ☐ Petitioner ☐ Respondent

14. Parenting Time

A. It is in the best interests of the children that:

1) Petitioner's parenting time with the joint children be: (*check one*)

☐ unsupervised ☐ supervised ☐ reserved

2) Respondent's parenting time with the joint children be: (*check one*)

☐ unsupervised ☐ supervised ☐ reserved

If parenting time is unsupervised for both parents, skip to Question 15.

B. Supervised parenting time:

Supervision is necessary because unsupervised parenting time is likely to endanger the children's physical or emotional health or impair the children's emotional development. The circumstances supporting this finding are: _____

It is in the best interests of the children that supervision of parenting time be arranged as follows: (State who should supervise parenting time, and if there is a cost involved, who should pay the cost, and any other important details) _____

C. Reserved Parenting time:

It is in the best interests of the children that parenting time should be reserved because: _____

15. Name Change for the Children.

Does Petitioner want to change the children's name(s)? ☐ YES ☐ NO

IF YES, it is in the children's best interest for the name(s) to be changed as follows:

From _____ to _____

From _____ to _____

WHEREFORE, PETITIONER PRAYS FOR RELIEF AND ASKS THE COURT TO:

1. Determine the paternity of the children named in this Complaint.
2. Order blood or genetic testing, if requested.
3. Order ROP vacated, if requested.
4. Grant legal custody as follows:
☐ Joint Legal Custody to both parents **OR**
☐ Sole Legal Custody to the ☐ Petitioner ☐ Respondent
5. Grant physical custody as follows:
☐ Joint Physical Custody to both parents **OR**
☐ Sole Physical Custody to the ☐ Petitioner ☐ Respondent
6. Grant parenting time as follows:
☐ Grant parenting time to the ☐ Petitioner ☐ Respondent
☐ Grant supervised parenting time to the ☐ Petitioner ☐ Respondent
☐ Reserve parenting time for the ☐ Petitioner ☐ Respondent
7. ☐ Change the minor children's names as follows:
From _____ to _____
From _____ to _____
8. ☐ Establish child support according to the child support guidelines. Child support includes basic support, medical support, and childcare support.
9. Grant such other relief as the Court deems just and equitable.

I declare under penalty of perjury that everything I have stated in this document is true and correct. Minn. Stat. § 358.116.

Dated: _____

Petitioner's Signature

Name: _____

Street Address: _____

City/State/Zip: _____

Telephone: (_____) _____

E-mail address: _____

VERIFICATION AND ACKNOWLEDGMENTS

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

I have read this whole document. To the best of my knowledge, information and belief the information contained in this document is well grounded in fact and is warranted by existing law. I have not been determined by any Court in Minnesota, or in any other state, to be a frivolous litigant and I am not the subject of an Order precluding me from serving or filing this document. I am not serving or filing this document for any improper purpose, such as to harass the other party or to cause delay or needless increase in the cost of litigation or to commit a fraud on the court. I understand that if I am not telling the truth or if I am misleading the Court or if I am serving or filing this document for an improper purpose, the Court can order me to pay money to the other party because of the serving or filing of this document, Court costs, and reasonable attorney's fees.

Dated: _____

Petitioner's Signature

Name: _____

Street Address: _____

City/State/Zip: _____

Telephone: () _____

E-mail address: _____

Instructions for Financial Affidavit

Minn. Stat. § 518A.28

Helpful materials may be found at your public county law library. For a directory, see <http://www.lawlibrary.state.mn.us/cllppubdir.rtf> . For more information, contact your court administrator or call the Minnesota State Law Library at 651-296-2775.

Purpose of the Financial Affidavit

In all cases where the court will decide or modify child support, the parents must serve and file a Financial Affidavit to disclose all sources of income for determining child support for the joint child or children of the parents.

A joint child means the dependent child of both parents in the child support proceeding. Information listed in the Financial Affidavit will provide the court with information needed to calculate child support.

Serving and Filing the Financial Affidavit

The Financial Affidavit must be served on the other party, and the public authority if the public authority is providing child support enforcement services, and filed with the court when initial pleadings or motions are submitted by a party. You must include proof of your income, such as pay stubs and income tax returns.

Keeping your financial information confidential

Any financial documents you file with the court will be part of your court file and available to anyone who may look at the file. The court rules require you to use Form 11.2, Confidential Financial Source Documents form, as a cover sheet to protect your financial documents from being available to the public. If you file Form 11.2 with your financial documents, court staff will keep your financial documents confidential from the public. The other party and the judge will still have access to your financial information. Form 11.2 is available at www.mncourts.gov under the form category of “confidential information” (form number CON112) or can be picked up at court administration.

NOTE: If you fail to use the Form 11.2 cover sheet to protect confidential information in your financial documents, the court may order you to pay additional court costs and other sanctions as a penalty for failing to follow the court rules.

Complete the Financial Affidavit Form

Item #1: Fill in the number of joint children who are the subject of this court action.

Item #2: Fill in all amounts of your monthly income. Use income amounts before any deductions. Income includes any form of periodic (regular) payment, including but not limited to the following:

- Salary and Wages – include gross income from all jobs. Weekly income should be multiplied by 4.33.
- Self-employment – include income from self-employment or operation of a business
- Unemployment Benefits

- Commissions – if received less often than monthly, average the amounts
- Spousal Maintenance – include payments you receive under a previous order or the current proceeding
- Military or Naval Retirement
- Social Security – includes social security disability, retirement, and survivors' benefits. Do not include supplemental security income (SSI)
- Child's Derivative Social Security or Veterans Benefits – if a joint child receives Social Security or Veterans' Benefits based on your eligibility, include the amount of the child's monthly benefit on the Financial Affidavit, even if the benefit is paid to the other parent.
- Workers' Compensation
- Pension Payments, Annuity Payments, and Disability Payments. Do not include supplemental security income (SSI).

Complete Items #3 through #9

- Nonjoint Children – a child who 1) lives in your home more than half of the time, 2) you are the legal parent of, AND 3) you DO NOT have a court ordered child support obligation for the child. DO NOT include stepchildren.
- Spousal Maintenance – enter any court ordered amount that you pay to the other parent or a former spouse.
- Child Support – enter all court ordered amounts that you pay for nonjoint children not living with you. These amounts include basic support, child care support, and medical support. DO NOT include any monthly amounts you pay for arrearages.
- Health care coverage – this is medical and dental insurance coverage you have either in place or available for the joint child.
- Child care – enter the actual monthly child care costs paid for the joint child
- Parenting time – check “yes” if there is a court order awarding a parent with parenting time

Date and sign the Financial Affidavit under penalty of perjury. By signing the Affidavit under penalty of perjury, you are stating that the information in the document is true to the best of your knowledge. Perjury is the crime of intentionally lying or misrepresenting the truth.

If the Financial Affidavit for Child Support is not served and filed

- The court will determine a parent's income based on credible evidence, which may include documentation of current or recent income, testimony of the other parent concerning recent earnings and income levels, or wage reports filed with the Department of Employment and Economic Development. The court may determine potential income for a parent if a parent is voluntarily unemployed or underemployed, employed less than a full-time, or when there is no evidence of any income.
- If the court decides that a parent did not have access to documents to complete the financial affidavit, the court may consider testimony by that parent as credible evidence of income.

State of Minnesota**District Court**

County of: _____	Judicial District: _____
	Court File Number: _____
	Case Type: _____

☐ **In Re the Marriage of:**

**Financial Affidavit for
Child Support**_____
Petitioner (first, middle, last)

and

Respondent (first, middle, last)_____
Intervenor

My name is _____. I am the

☐ Petitioner ☐ Respondent in this case, and I state the following information:

1. I am the parent of _____ joint children who are the subject of this court action.

2. My sources of income are:

Monthly Income Received	Amount	Monthly Income Received	Amount
Salary and Wages (before deductions)		Social Security Received (social security disability, retirement, survivors' benefit)	
Self-Employment		Child's Derivative Social Security or Veteran's Benefits	
Unemployment Benefits		Workers' Compensation	
Commissions		Pension or Annuity Payments	
Spousal Maintenance Recieved		Military and Naval Retirement	
		Other source of income (list source below)	
Total monthly income received:			

3. Proof of my income is attached to Form 11.2 and supports this Financial Affidavit.

4. Number of non-joint children who live in my home: _____

5. Spousal Maintenance I am court ordered to pay: _____ per month

A copy of the court order is attached as proof.

6. Child support I am court ordered to pay for non-joint children
and who do not live in my home: _____ per month

A copy of the court order is attached as proof.

7. Health care coverage information (*check one or more that apply*)

☐ I have health care coverage for the joint children **in place**. This ☐ does ☐ does not
include dental coverage.

The cost of monthly health care coverage for myself: _____ per month.

The cost of monthly health care coverage for the joint children _____ per month.

☐ I have health care coverage for the joint children available. This ☐ does ☐ does not
include dental coverage.

The cost of monthly health care coverage for myself: _____ per month.

The cost of monthly health care coverage for the joint children _____ per month.

☐ To my knowledge, the joint children receive Medical Assistance/MinnesotaCare.

8. Child care information (check one)

☐ There are child care expenses for the joint children in the amount of _____ per month.

☐ There are no monthly child care expenses for the joint children.

☐ I am unaware of any monthly child care expenses for the joint children.

9. There is a court order for parenting time with the joint children ☐ Yes ☐ No

I declare under penalty of perjury that everything that I have stated in this document is true and correct. Minn. Stat. § 358.116.

Dated: _____

County and State where signed

Signature

Name:

Address:

City/State/Zip:

Telephone:

E-mail address:

Instructions for Restricted Identifiers and Cover Sheet for Non-Public Documents

Most documents filed with the court are considered public documents and are available for viewing by the public. Certain information that is filed with the court may be considered confidential based on court rule, statute, or order of the court and not available to the public. To keep this information confidential and not available to the public, you must take certain steps that are described below.

WHEN TO USE FORM CON111 – CONFIDENTIAL INFORMATION FORM 11.1

All social security numbers, employer identification numbers, or other taxpayer identification numbers, and financial account numbers (also called “restricted identifiers”) must not be listed on papers you file with the court. This is to protect your privacy, the other parties, and your children. Only provide restricted identifiers when the court requires this information to be provided. For example, if you must provide the court with bank account numbers, do not include the full account number in your document (your petition, supporting affidavit, etc.). Instead, you must use Form 11.1 to list these confidential numbers.

Form 11.1 (CON111) can be found at www.mncourts.gov/forms (choose “Confidential Information” court form category).

Redacting Confidential Information

If restricted identifiers are not required to be provided to the court, but the account number, social security number, or other restricted identifier appears on documents that are considered available to the public, (such as an insurance policy number) you must remove the number on the document before filing the document with the court. This is called “redacting” the information. You can use a black marker or white correction fluid to cover up the restricted identifiers, but you must make sure the restricted identifiers are completely covered up. As an alternative, if you are filing electronically, you may use software designed specifically to redact documents.

HOW TO USE FORM CON111:

1. Fill in the top part of this form. If you already have a court case, the information will be the same as it appears in other court documents in your case.
 - a. **County** – the name of the county where you are filing your case
 - b. **Judicial District** – the number of the judicial district the county is in (there are ten judicial districts in Minnesota; for help in finding your judicial district number, look at the map on the court’s website at <https://mncourts.gov/Find-Courts.aspx>)
 - c. **Court File Number** – if this form is one of the first forms you are filing in this case, you may not have a court file number yet, and you can leave this part blank; if you will be filing this form in an existing court case, then you can find the court file number at the top of the first page of other court documents

FILING CONFIDENTIAL INFORMATION WITH THE COURT

- d. **Plaintiff/Petitioner** – this is the party who is starting the case, or who started the case originally (the roles never change; if you were the plaintiff or petitioner when a case first started, then you are still the plaintiff or petitioner)
 - e. **Defendant/Respondent** – the name of the other party
2. There are three sections on this form: **Social Security Numbers, Account Numbers, and Employer / Other Tax Payer Identification Numbers**. Put the necessary confidential numbers in the correct section.
 - a. **Social Security Numbers**
 - i. **Name** – in this column, you will print your name, the other party’s names, and any other names (such as children involved in the case) on the lines provided
 - ii. **Party or Role** – in this column, you will list what role each person has in the case (for example, “Petitioner” or “Child”)
 - iii. **Social Security Number** – list each person’s Social Security Number (or if a person does not have a Social Security Number, you can list something like “none”)
 - b. **Account Numbers** – this is where you will list bank or credit union account numbers, retirement account numbers, etc.; list the name of the financial institution and the account number
 - c. **Employer / Other Taxpayer Identification Numbers** – use this section for listing employers and employer identification numbers
3. At the bottom of the form, you will see “Information supplied by:” – print your name here (because you are the person giving the information to the court).
4. Next, sign the form, print your street address and email address, and date the form. **NOTE:** If you are representing yourself in court, do not fill in the blanks for “Attorney Reg. #” and “Firm.”

WHEN TO USE CON112 - COVER SHEET FOR NON-PUBLIC DOCUMENTS FORM 11.2:

Most documents filed with the court are public. However, some documents are considered non-public documents based on court rules. You **must** identify these documents as non-public at the time you file the documents with the court. When filing documents in paper form (not using the e-Filing System) you **must** complete and file the “Cover Sheet for Non-Public Documents Form 11.2 (also called Form 11.2 cover sheet) when you file non-public documents. The most common non-public documents are called “financial source documents.” Examples of financial source documents include:

- Paycheck stubs, employer statements, W-2 forms, or business income and business expenses
- Copies of your tax returns and schedules
- Bank statements
- Credit card statements
- Check registers

FILING CONFIDENTIAL INFORMATION WITH THE COURT

You may also need to submit other documents that court rules identify as non-public such as court services records. Court services records are records that are required to be filed with the court to assist the court with resolution of the matter before the court. Some examples of court services records include:

- custody evaluations
- court visitor reports
- guardian ad litem reports (family case types)
- psychological examiner reports
- probation violation reports
- alternative dispute resolution reports
- commitment reports

There are other non-public documents identified in court rules that you may file with the court as supporting documents, such as medical records and death certificates. For example, a report from a doctor that provides a medical diagnosis or treatment plan for you would qualify as a medical record. See Rules of Public Access to Records of the Judicial Branch and the Case Records Table (<https://www.mncourts.gov/SupremeCourt/Court-Rules.aspx>) for more information on what court records are deemed non-public and not accessible to the public. It is the filer's responsibility to identify all non-public documents at the time of filing with the court.

NOTE: Form 11.2 cover sheet is only required when filing non-public documents in paper form and when filing in public case types. Form 11.2 cover sheet is optional when using the e-Filing System.

NOTE: Do **not** use the Form 11.2 cover sheet when filing public documents that contain information you think "should" be treated as confidential. You must seek approval from the court and the court must grant your request before you file a public document that you want treated as confidential.

The failure to use Form 11.2 or Form 11.1 may result in your document being rejected by court administration, being available to the public, stricken from the court record, and may include sanctions from the court.

HOW TO USE COURT FORM CON112:

1. Fill in the top part of this form with the same information as it appears in other court documents in your case.
2. Check the boxes or choose from the drop-down menu that best describes the non-public document you are filing. If you are filing more than one of the types of non-public documents listed on Form 11.2 cover sheet, only one Form 11.2 cover sheet is required and you should check all appropriate boxes. **NOTE:** You may not need to file every type of non-public document listed on this form.
3. Print your name and address on the form, sign and date it. **NOTE:** If you are representing yourself in court, do not fill in the blanks for Attorney Reg. # and Law Firm.

FILING CONFIDENTIAL INFORMATION WITH THE COURT

4. In order to submit financial source documents or other non-public documents to the court in paper form, first you must complete the Cover Sheet for Non-Public Documents Form 11.2. Second, you must file the actual financial source documents or other non-public documents apart from Form 11.2 cover sheet (CON112). You do **NOT** have to serve a copy of CON112 on the other parties; it only gets filed with the court. However, in most cases, you must serve copies of the financial documents (paystubs, etc.) or non-public documents (court services records, medical records, etc.) on the other parties.

Helpful materials may be found at your public county law library. For a directory, see <http://mn.gov/law-library/research-links/county-law-libraries.jsp> . For more information, contact your court administrator or call the Minnesota State Law Library at 651-297-7651.

State of Minnesota

District Court

County of: _____	Judicial District: _____
	Court File Number: _____
	Case Type: _____

Plaintiff / Petitioner (first, middle, last)

vs / and

Confidential Information Form

(also known as Form 11.1)

Gen. R. Prac. 11.02

Defendant / Respondent (first, middle, last)

The information on this form is confidential and shall not be publicly accessible.

A. Social Security Numbers:

Name	Party or Role	Social Security Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Account Numbers:

Financial Institution Name	Account Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CONFIDENTIAL

C. Employer / Other Taxpayer Identification Numbers:

Employer / Other Taxpayer	Employer / Other Taxpayer Identification Number

Information supplied by:

_____ (print or type name of party submitting this form to the court)

Signed: _____

Attorney Reg. #: _____

Firm: _____

Street Address: _____

City/State/Zip: _____

E-mail Address: _____

Date: _____

State of MinnesotaCounty of: **District Court**Judicial District: Court File Number: Case Type:

Plaintiff / Petitioner (first, middle, last)

vs / and

**Cover Sheet for Non-Public Documents
(Also known as Form 11.2)
Minn. Gen. R. Prac. 11.03**

Defendant / Respondent (first, middle, last)

This Non-Public Document Cover Sheet is accessible to the public. Using a Cover Sheet provides a public record of the non-public documents in the court file.

INSTRUCTIONS:

- 1. You are responsible for designating all non-public documents you file with the court as non-public.**
- 2. You are responsible for identifying the specific reason, under Minnesota law, why the public should not be allowed to see the documents you are filing with this cover sheet. If there is not a legal reason to make your documents non-public, court staff may make them publicly accessible and notify you of this change afterwards.**
- 3. If you are e-filing, you must file this public cover sheet as a separate PDF from the non-public documents.**

The documents I am filing with this Cover Sheet are non-public because:

- ☐ They are “financial source documents” as defined in General Rule of Practice 11.01(c).
- ☐ They are “court services records” as defined in Public Access Rule 4, subd. 1(b).
- ☐ They are “medical records” as defined in Public Access Rule 4, subd. 1(f).
- ☐ I have already filed, or am simultaneously filing, a motion to have these documents filed under seal or as confidential.
- ☐ The documents are non-public for another reason:

REQUIRED: List the specific legal reason why the documents are non-public (please include specific page numbers if only some pages are non-public):

☐ There is a court order authorizing me to file these documents under seal or as confidential:

The order was ☐ written ☐ oral

Date of order: _____ Judicial Officer: _____

Filed by:

Name: _____
Signed: _____
Attorney Reg. #: (if any) _____
Firm/Agency Name: _____
Address: _____
City/State/Zip: _____
E-mail address: _____
Date: _____

State of Minnesota**District Court**

County Ramsey

Judicial District: 2nd

Court File Number: _____

Case Type: _____

Plaintiff/Petitioner

and

Affidavit of Personal Service_____
Defendant/Respondent

I, _____, being sworn, state that I am at least 18 years of age
(Name of person who hand-delivered documents)

having been born on _____, and that on _____
(Birth date) (Date of Service)

I served the following documents (check the appropriate box(es)):

- ☐ Summons and Petition _____
☐ Summons and Complaint _____
☐ Answer and Counter-Petition _____
☐ Notice of Motion and Motion _____
☐ Responsive Notice of Motion and Motion _____
☐ Affidavit in Support of Motion ☐ Certificate of Representation and Parties
☐ Financial Affidavit for Child Support ☐ Confidential Information Form (form 11.1)
☐ Sealed Financial Source Documents (form 11.2) with attachments
☐ Other: _____

upon _____ by handing a true and correct copy
(Name of other party)

of the documents to him/her at _____
(street address, city, state)

I declare under penalty of perjury that everything I have stated in this document is true and correct. Minn. Stat. § 358.116.

Dated: _____

Signature

Name: _____

Address: _____

City/State/Zip: _____

Telephone: () _____

County and State Where Signed: _____

State of Minnesota

County Ramsey

District CourtJudicial District: Second

Court File Number: _____

Case Type: _____

Petitioner

and

Respondent**Admission of Service**

My name is _____. I acknowledge that I have personally
received a copy of the:

- ☐ Summons and Petition to Establish Custody and Parenting Time
☐ Summons and Petition for Third Party Custody
☐ Summons and Complaint to Establish Paternity and Custody
☐ Certificate of Representation and Parties ☐ Confidential Information Form (form 11.1)
☐ Financial Affidavit for Child Support ☐ Notice to Public Authority
☐ Confidential Financial Source Documents (form 11.2) with attachments
☐ Other: _____

on _____ which were served upon me at _____
(Date of service)

(Exact address where service occurred)

I understand that:

1. Signing this document starts the court process;
2. Signing this document does not mean that I agree with everything in the Petition. It only means that I have received a copy of the Summons and Petition;
3. I have twenty (20) days from the date of signing this document to serve on the Petitioner an Answer to the Petition;
4. If I do not serve an Answer within twenty (20) days, I may be found in default and Petitioner may ask the Court to give her/him everything (s)he has asked for in the Petition;
5. I do not have to sign this Admission. But if I do not sign, Petitioner can commence the case by having the Summons and Petition personally served upon me and I may have to pay the cost of Petitioner doing this.

I declare under penalty of perjury that everything I have stated in this document is true and correct. Minn. Stat. § 358.116.

Dated: _____

Signature

Name: _____

Address: _____

City/State/Zip: _____

Telephone: () _____