

HENNEPIN COUNTY INFORMAL PROBATE
November 2023
Helpful hints for preparing the Notice of Informal Probate

The Attorney is responsible for the complete and accurate preparation of the Notice of Informal Probate. The Registrar does NOT review, sign or approve the notice.

THE COMPLETED NOTICE OF INFORMAL PROBATE MUST BE E-FILED AFTER REGISTRAR APPROVAL OF THE APPLICATION IN ORDER TO GET LETTERS. NO NOTICE NO LETTERS – REGISTRAR WILL NOT SEND REMINDER. FILE AS A SEPARATE DOCUMENT – CODE “OTHER DOCUMENT”.

DO **NOT** E-FILE THE NOTICE OF INFORMAL PROBATE **BEFORE** THE TELEPHONE CONFERENCE WITH THE REGISTRAR.

After the appointment with the Registrar, the attorney must arrange for the notice to be **published once a week for two consecutive weeks** in a legal newspaper.

Most commonly used legal newspapers in Hennepin County are:

<u>Finance & Commerce:</u> NO WALK-INS	<u>Sun Newspapers (now known as)</u>
222 South Ninth Street, Suite 900	APG Media of East Central MN
Campbell Mithun Tower	234 South Main Street
Minneapolis MN 55402	Cambridge MN 55008
Phone: 612-584-1563	Phone: 763-691-6001
Fax: 612-333-3243	Fax: 763-689-4372
Email:	Email:

publicnotice@finance-commerce.com

publicnotice@apgecm.com

Minnesota Spokesman-Recorder:

3744 4th Avenue South
Minneapolis MN 55409
Phone: 612-827-4021
Fax: 612- 827-0577
E-mail:

Star Tribune:

650 3rd Avenue S, Suite #1300
Minneapolis, MN 55488
Phone: 612-673-7000
Fax: 612-673-7701 E-mail:

ads@spokesman-recorder.com

probates@startribune.com

THE DATE OF THE NOTICE IS THE DATE THE APPLICATION IS APPROVED.

Signature lines – type the name of the Registrar who approves the application on the line above the word “Registrar”: Lindy Scanlon or Yvette M. Andrade; type the name Sara Gonsalves, on the line above the words “District Court Administrator”.

Do not use /s/ just type the name on the line.

Send copies of the completed notice to:

- The publisher
- All the interested parties
- E-file notice with the Court as a separate document

Attorneys **must e-file** the notice of informal probate using the filing code “**other document**”.

Proof of Notice to e-file with the Court:

- Affidavit of mailing notice to all interested parties (attach a copy of the notice to the affidavit)
- Affidavit of mailing notice to spouse and children (if applicable) (Note: the notice itself does NOT have to be filed only the affidavit of mailing the notice with a copy of what was sent attached to the notice.)
- **Affidavit of Publication**

Note: The Affidavit of Service of Notice to the Commissioner of Human Services **is not required to be** filed with the Probate Court.

ACCESSING YOUR COURT FILE

Start by going to the State Court website www.mncourts.gov

MN Judicial Branch page choose **Access Case Records** (far right top of page) **enter**

Under Access Case Records choose **Minnesota District (Trial) Court Case Search enter**

Choose **Minnesota Court Records Online (MCRO)**

Scroll to the bottom of the next page and click on **Access MCRO; Yes, I accept**

Next page

Case Search

Case Number (with or without dashes)

Find

View Case Details

Register of Actions appears showing your case information. In the middle of the page will be a listing of the documents in the file and the date they were filed into the case.

COPIES

How to obtain copies of probate documents:

Check case file in MNCIS to confirm document you want copied is in the case

- Check case file for document before ordering – see above instructions on accessing your court file.
- Advance copies of documents may NOT be ordered.
- Copies cost \$14 for certified or exemplified copies, Cost is per document.
- No telephone orders.
- Real estate documents need to be specifically requested from the Records Center. (Each document costs \$14)
- Make check payable to “District Court Administrator”

The Registrars suggest you use the copy request form found at this link when ordering copies:

[Copy-Request-Form-7-23.pdf \(mncourts.gov\)](#)

DISTRICT COURT RECORDS CENTER

Skyway Level A Tower

300 South 6th Street

Minneapolis MN 55487

Phone 612-348-3170