

# INSTRUCTIONS

## Request for Access to Confidential or Sealed Record

**NOTE: DO NOT use these forms to request access to adoption case records. There are different requirements for asking the court for access to adoption records.**

### Overview of Steps

1. Complete the *Request for Access to Confidential or Sealed Record* (CON 101) and *Order Regarding Access to Confidential or Sealed Record* (CON 102) forms following the instructions below.
2. Make copies for your records.
3. File the original forms with the court.
4. View or request copies of the records, if your request is granted by the judge.

### Important Notices and Resources

The Court has forms and instructions, for some types of cases, as a general guide to the court process. These instructions explain the steps in more detail and answer common questions, but are not a full guide to the law. Court employees may be able to give general information on court rules and procedures, but they cannot give legal advice.

Have a question about court forms or instructions?

- Visit [www.MNCourts.gov/SelfHelp](http://www.MNCourts.gov/SelfHelp)
- Call the MN Courts Self Help Center at (651) 435-6535

Not sure what to do about a legal issue or need advice?

- Talk with a lawyer
- Visit [www.MNCourts.gov/Find-a-Lawyer.aspx](http://www.MNCourts.gov/Find-a-Lawyer.aspx)

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 651-296-2775.

## General Information About Requesting Access to Confidential or Sealed Record

The information contained in this document is not intended as legal advice but as a general guide to you to explain the legal process. If you do not understand any of these procedures, talk to an attorney. Court staff cannot give legal advice.

Many court records are accessible to the public but there are some court records that are confidential or sealed from public view. If you have asked court administration for a copy of a court record and were not able to get access, you can use these forms to ask a judge to allow you to access the confidential or sealed record. **NOTE: DO NOT use these forms to request access to adoption case records.**

### Step 1

Fill out the *Request for Access to Confidential or Sealed Record (CON 101)*

You may request access to more than one case in the same county on the same form. If you want access to cases in more than one county you will need to file a separate request in each county.

If you have any court documents for the case(s) you are trying to access, the documents will have information on it that can help you fill out this form.

Match the number in the boxes below with the numbered instructions below.

<b>State of Minnesota</b> County <input type="text"/> <b>1</b>	<b>District Court</b> Judicial District: <input type="text"/> <b>2</b> Court File Number: <input type="text"/> <b>3</b> Case Type: <input type="text"/> <b>4</b>
In the Matter of the Request for Records in the Following Case(s):  <input type="text"/> <b>5</b>	<b>Request for Access to Confidential or Sealed Record</b>

- 1** Write the county the case is in.
- 2** Write the Judicial District the case is in.  
There are 10 Judicial Districts in Minnesota. Most Judicial Districts have more than one county in them. To see a map of Judicial Districts, visit the court’s website at <http://mncourts.gov/Find-Courts.aspx> .
- 3** Write the court file number. If you do not know the court file number, or are trying to access records in more than one case, leave this blank.
- 4** Write the case type. Some common case types are: Family, Civil, Criminal, Juvenile Delinquency, Juvenile Protection (CHIPS), Civil Commitment, and Probate. There are more case types than these examples. If you do not know the case type, leave this blank.
- 5** Write the name of the case you want access to. If you do not know the name of the case, list the name of at least one of the parties to the case.

**Note:** You will also complete the top section of the *Order Regarding Access to Confidential or Sealed Record (CON 102)* following instructions 1-5 above so the top of each form matches.

1.	I am interested in this matter as: <span style="border: 1px solid black; padding: 2px 10px;">6</span> _____
2.	I am requesting access to the following record(s): <span style="border: 1px solid black; padding: 2px 10px;">7</span> _____ _____ _____
3.	My reason for making this request is: <span style="border: 1px solid black; padding: 2px 10px;">8</span> _____ _____ _____ _____

- 6** Briefly describe how you are involved with the case or how you are involved with the other parties in the case.
- 7** List or describe the records you are requesting access to.

**8** Explain why you are requesting access to the records you listed.

4. I am going to use the record(s) as follows: **9** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

**10** Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: (      ) \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**9** Explain how you will use the records.

**10** Date, sign, and write your contact information.

**Step 2**

**Fill out part of the Order Regarding Access to Confidential or Sealed Record (CON 102)**

Complete the top section of the *Order Regarding Access to Confidential or Sealed Record (CON 102)* **following instructions 1-5 above** so it matches the top section of the *Request for Access to Confidential or Sealed Record (CON 101)*. **DO NOT** write anything more on the Order form. The judge will complete the rest of the Order.

<b>State of Minnesota</b>		<b>District Court</b>	
County	<b>1</b>	Judicial District:	<b>2</b>
		Court File Number:	<b>3</b>
		Case Type:	<b>4</b>
In the Matter of the Request for Records in the Following Case(s):			
<b>Order Regarding Access to Confidential or Sealed Record</b>			
	<b>5</b>		

**Step 3**

**Make copies for your records**

You will file the original forms with the court, so we encourage you to make copies of the forms for your own records.

**Step 4**

**File the original forms with the court**

File the original forms with the court in the county where the case is. To find address and contact information for each court, visit the court's website at <http://mncourts.gov/Find-Courts.aspx> . There is no filing fee to file this form.

**Step 5**

**Wait to see if the judge grants your request**

After you file the *Request for Access to Confidential or Sealed Record* (CON 101) and *Order Regarding Access to Confidential or Sealed Record* (CON 102) with the court, your request will be sent to a judge to decide whether to grant your request.

The amount of time it takes for a judge to make a decision can depend on many factors.

If the judge grants your request and signs an order, court administration will send you a copy of the order.

## Step 6

### Access the records

If the judge grants your request, and you haven't already submitted a copy request, you can ask court administration for a copies of records by:

- Going to the courthouse and talking to court administration
- Mailing a letter to court administration

When asking for a copy, you should give court administration as much detail as possible about the record you want, and provide a copy of the order granting you access. It would be helpful to include the following information, if known:

- Court file number;
- Type of case;
- At least one party's name;
- Name of the record or description of the information you are asking for; and
- Date the record was filed.

**There will be a copy fee for each record you want a copy of.** To see a list of court fees, including copy fees, you can visit the court's website at <http://mncourts.gov/Help-Topics/Court-Fees.aspx> .

If you are not sure what the total copy fee amount will be, you can contact court administration to confirm the amount. Contact information for court administration can be found on the court's website at <http://mncourts.gov/Find-Courts.aspx> .