

# FILING CONFIDENTIAL INFORMATION WITH THE COURT

## INSTRUCTIONS FOR COURT FORMS CON111 AND CON112

### WHEN TO USE FORM CON111 – CONFIDENTIAL INFORMATION

**If you need to include social security numbers, employer identification numbers, or financial account numbers on any pleading or other document that is filed with the court, use court form CON111 (Form 11.1).** Using this form allows a party to provide these numbers to the court and keeps the public from having access to this information. When you are required to provide confidential information to the court, you are responsible for completing the Confidential Information Form and filing it with the court.

**Failure to use Form 11.1 means these numbers could be available to the general public and you could be charged court costs and the court may order other sanctions against you if you fail to remove confidential information from your documents that you file with the court.**

### 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 <http://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
  - 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 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”)

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- 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 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 FORM CON112 – CONFIDENTIAL FINANCIAL SOURCE DOCUMENTS:

**If you need to file financial documents with the court, use court form CON112 (Form 11.2).**

*(Example:* Financial documents may be required to prove income for child support, divorce, spousal maintenance, etc.) The financial documents you list in this form get stored in a confidential area of the court file and usually can only be viewed by the court and the parties involved in the case.

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

### 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 and write the dates for the financial document(s) that you are filing with the court. *(Example:* If you are filing paystubs to prove your income for child support, check the box for “Paystubs” and write the dates covered by those paystubs.) **NOTE:** You may not need to file every type of financial 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.
4. In order to submit financial source documents to the court, first you must file a Confidential Financial Source Document Form 11.2 listing the financial source documents. Second, you must file the actual financial source documents apart from 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.) on the other parties. **Financial documents submitted to the court without court form CON112 are accessible to the public.**

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.