

## FILING CONFIDENTIAL INFORMATION WITH THE COURT

### INSTRUCTIONS FOR COURT FORMS CON111 AND CON112 RESTRICTED IDENTIFIERS AND CONFIDENTIAL FINANCIAL SOURCE DOCUMENTS

#### 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 with the same information as it appears in other court documents in your case.
2. Print your name, the other party's name, and any other names, such as children involved in the matter, on the lines provided. Next to each name, include all necessary confidential numbers.
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.

#### 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 box(es) 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”, write the dates covered by those paystubs, and attach the paystubs to this form.) **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. **Attach copies of the financial documents you listed to this form.** You do **NOT** have to serve a copy of this form 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://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.