


The Top 10 Things
You Need to Know When You Use
the eFiling System

October 2017


Carla Heyl & Patrick Busch
Legal Counsel Division | State Court Administrator's Office



1

Why this should matter to you

- Rule violations can result in:
 - Sanctions
 - Losing your case
 - Losing the right to appeal
 - Client privacy violations
- Ethical issues:
 - Competence
 - Duty to supervise staff




2

Sanctions?

- Award of \$999.00 in attorney's fees after attorney didn't respond to e-served interrogatories

*First American Title Ins. Co. v. Nat'l Title Res. Corp.,
No. A15-0664 (Minn. Ct. App. Feb. 1, 2016)*



3

Loss of Appeal?

- By using e-mail instead of e-service, attorney forfeited client's right to appeal termination of parental rights

In re Welfare of the Children of: A.S. and D.A.S., Sr., Parents, No. A16-1725 (Minn. Ct. App. Nov. 22, 2016)



4

#1: Read the Rules

- General Rule of Practice 11 was amended in 2015
 - Filers are responsible for screening out restricted identifiers
 - Filings may be stricken for non-compliance:
 - Loss of the filing date
 - Potential for additional sanctions by the judge
- Gen. R. Prac. 11.02, 11.04



5

#1: Read the Rules


- General Rule of Practice 14 was rewritten in 2015:
 - Sets out new requirements for e-filers
- Rules of Public Access to Records of the Judicial Branch
 - Dictate which court documents are and are not public



6

#1: Read the Rules


- Non-compliance with the e-filing rules may create ethical issues for attorneys:
 - Attorneys have an ethical duty to know and follow the rules
 - Attorneys are responsible for ensuring administrative staff who handle e-filing act in compliance with the rules
- eFS audit logs have been disclosed to OLPR



7

#2: Public Can Be Everywhere

- Assume the world will see everything you file with the court
- Many confidentiality laws do not apply to court records
- You need a legal basis to make filings confidential



8

Can't Make Confidential By Agreement

- The late artist Prince was divorced in 2007
- Records were sealed by stipulated order, and the parties relied on confidentiality during the negotiations
- In 2016, the *Star Tribune* petitioned for access to the court records
- Over the objection of the surviving ex-spouse, the records were made public



9

#2: Public Can Be Everywhere

- Public Access Rule 4 lists non-public case records
- Judges can issue protective orders limiting access to otherwise public case records in individual cases
- However, the judge must “make findings that are required by law, court rule, or case law precedent”
Public Access Rule 4, subd. 2
- Required findings vary based on the case type and the document type



10

#3: Separate Non-Public from Public

- You control what you file, not court staff
- You are responsible for separating non-public information from public filings
Gen. R. Prac. 11.02, 14.06
- Follow the Supreme Court’s Rules of Public Access



11

#3: Separate Non-Public from Public

- Restricted identifiers:
 - Social Security Numbers
 - Employer Identification Numbers
 - Financial Account Numbers
- Remember to use Forms 11.1 and 11.2
 - Form 11.1 is ONLY for restricted identifiers
 - Form 11.2 is ONLY for financial source documents




12


#3: Separate Non-Public from Public

- “Confidential” ≠ “Sealed”
- You must designate as “Public”, “Confidential” or “Sealed” when you eFile:

Filing Comments*

Is Document Public, Confidential, or Sealed? 


- Unless specific rule authorizes confidential filing, need an order



13

#3: Separate Non-Public from Public


- You need to separate confidential attachments/exhibits from public documents
- For example:
 - Medical reports are generally confidential
 - Custody evaluations are generally confidential
- Need to be separated from public attachments/exhibits and pleadings
- Court staff are not responsible for doing this for you



14

#3: Separate Non-Public from Public

- Remember to separate public and non-public documents
- Prepare your documents as separate PDFs, and submit them in the same “envelope” when you eFile
- In general, you can quote from non-public documents in public court filings
Public Access Rule 4, subd. 4



15

What could go wrong?

“The days of attorneys being able to ignore the computer and shift blame to support staff in the event of an error are gone. The consequences are simply too serious. ... It is the responsibility of *counsel* to ensure that personal identifiers are properly redacted.”
(emphasis in original)



16

What could go wrong?

- Unnecessary personal information in court filings could embarrass your clients
- In a paper world, “practical obscurity” meant many court records were effectively private
- This is no longer the case in an electronic world, where on-demand access is the norm



17

#4: Document Security Classification

- The courts use a system of document security classifications to ensure appropriate access
- Remember to designate “Public”, “Confidential” or “Sealed” each time you file
- This is your role, as the filer, in ensuring appropriate access to your filings



18

#5: Use Precise Filing Codes

Select Filing Code*

- Affidavit of Service
- Affidavit of Service by Posting
- Affidavit of Vacancy
- Affidavit-Other**

MINNESOTA JUDICIAL BRANCH 19

#5: Use Precise Filing Codes

Select Filing Code*

Affidavit of Plaintiff

Filing Description*

Affidavit of Jane Doe

Affidavit of Plaintiff
Affidavit of Jane Doe

MINNESOTA JUDICIAL BRANCH 20


#6: Correct Filing Fees

- The eFS System makes fees available based on your selection of filing codes
- Filings are rejected if correct fees aren't paid
- Use a fee waiver account if your client has been granted a fee waiver

MINNESOTA JUDICIAL BRANCH 21

#7: Allow Time for Processing


- Although you can file right up to the deadline:
 - Staff need to process your filings
 - The judge needs some time to review them
- The judge will not have your filings instantaneously



22

#8: Protect & Perfect Your Appeal

- Minnesota's appellate courts use a separate e-filing system, E-MACS
- Separate registration is required, and includes a quiz
- Mandatory e-filing for all attorneys since July 1, 2016
Supreme Court orders dated January 27, 2016 and June 30, 2016, ADM09-8006




23

What could go wrong?

June 13, 2017: Appeal dismissed for lack of jurisdiction because attorney attempted to file appeal by mail; no PFR filed

July 18, 2017: Appeal dismissed for lack of jurisdiction because attorney attempted to file by mail; PFR denied September 19, 2017


August 29, 2017: Appeal nearly dismissed because attorney attempted to file by mail; appeal saved due to procedural irregularity



24

#9: Stay Current on Filing Requirements


- Mandatory formatting requirements in *Minnesota District Court Registered User Guide for Electronic Filing*
 - Gen. R. Prac. 14.03(g)
- eFS training materials and best practices guides available at www.mncourts.gov/efile
- E-MACS information available at emac.courts.state.mn.us under "E-Filing FAQs" and "E-Filing Help"



25

#10: Create Pleadings Electronically


- *Registered User Guide* formatting requirements include:
 - "Filers should not print documents on paper and scan them before filing them."
 - OCR is prohibited, because it can cause the documents to be rejected (loss of filing date)
 - Print on paper and scan only when "it is not possible to convert an electronic document directly to PDF format."



26

#10: Create Pleadings Electronically

- Scanned documents:
 - Have much larger file sizes
 - Are harder to read
 - Are harder for judges to copy information from
- It is not necessary to sign by hand
 - Gen. R. Prac. 14.04
- It is not necessary to notarize
 - Gen. R. Prac. 15; Minn. Stat. § 358.116
- Consecutive pagination is helpful and is required
 - Gen. R. Prac. 16



27

#11 (BONUS): Sign up for eService

- In eFS, you still must choose each case on which you want to be a service contact
- Registering for an eFS account is not the same as signing yourself up as a service contact
 - No signing up other parties
- In EMACS, by registering for an EMACS account you are agreeing to be served in future cases:
 - No need to add yourself as a service contact



28

Questions?

- eFS Support Center
 - 651-227-2002 or 1-855-291-8246
- Resources for district courts:
www.mncourts.gov/efile
- Resources for appellate courts:
emac.courts.state.mn.us
- Appendix provided at this CLE



29

Appendix of Legal References

Slide 2: Minnesota Rules of Professional Conduct

RULE 1.1: COMPETENCE

A lawyer shall provide competent representation to a client. Competent representation requires the legal knowledge, skill, thoroughness, and preparation reasonably necessary for the representation.

Comment

...

[8] To maintain the requisite knowledge and skill, a lawyer should keep abreast of changes in the law and its practice, including the benefits and risks associated with relevant technology, engage in continuing study and education and comply with all continuing legal education requirements to which the lawyer is subject.

RULE 5.3: RESPONSIBILITIES REGARDING NONLAWYER ASSISTANTS

With respect to a nonlawyer employed or retained by or associated with a lawyer:

(a) a partner and a lawyer, who individually or together with other lawyers possesses comparable managerial authority in a law firm, shall make reasonable efforts to ensure that the firm has in effect measures giving reasonable assurance that the nonlawyer's conduct is compatible with the professional obligations of the lawyer;

(b) a lawyer having direct supervisory authority over the nonlawyer shall make reasonable efforts to ensure that the person's conduct is compatible with the professional obligations of the lawyer; and

(c) a lawyer shall be responsible for the conduct of a nonlawyer that would be a violation of the Rules of Professional Conduct if engaged in by a lawyer if:

(1) the lawyer orders or, with the knowledge of the specific conduct, ratifies the conduct involved; or

(2) the lawyer is a partner or has comparable managerial authority in the law firm in which the person is employed, or has direct supervisory authority over the person, and knows of the conduct at a time when its consequences can be avoided or mitigated but fails to take reasonable remedial action.

Slide 3: eFS records are sufficient proof of service

General Rule of Practice 14.05 Proof of Service

The records of the E-Filing System indicating transmittal to a Registered User recipient shall be sufficient proof of service on the recipient for all purposes.

Note: e-service records only transmit to MNCIS when filers eFile and eServe simultaneously. Filers who eServe without simultaneously eFiling will need to file affidavits of service.

Slide 4: Electronic filing and service on appeal

Minnesota Supreme Court orders dated January 27, 2016 and June 30, 2016 in file no. ADM 09-8006 made use of E-MACS mandatory for all attorneys effective July 1, 2016

Rules of Civil Appellate Procedure

Rule 125 Filing and Service

Rule 125.01. Filing

Documents required or authorized to be filed by these rules shall be filed with the clerk of the appellate courts within the time limitations contained in the applicable rule. Filing with the clerk of the appellate courts may be accomplished by one of the following means:

- (1) By use of the appellate courts' electronic filing system if required by an order of the Minnesota Supreme Court.
- (2) If electronic filing is not required by an order of the Minnesota Supreme Court,
 - A. By United States Mail addressed to the clerk of the appellate courts,
 - B. By use of the appellate courts' electronic filing system if permitted by an order of the Minnesota Supreme Court; or
 - C. By hand delivery to the clerk of appellate courts or use of a commercial courier service.
- (b) Filing by facsimile or electronic means other than as authorized or required by an order of the Minnesota Supreme Court is not allowed in the appellate courts, except with express leave of the court.
- (c) Filing shall occur at the time and date of:
 - (1) Electronic filing for any document electronically submitted for filing by 11:59 p.m. at the court's local time, so long as it is accepted by the clerk upon review;
 - (2) mailing by United States Mail addressed to the clerk of the appellate courts; or

(3) receipt by the clerk of the appellate courts during normal office hours for documents filed by hand delivery or by use of a commercial courier service.

(d) For any document that is required or permitted under these rules to be filed with the trial court, the filer may file or serve the document using the trial court's electronic service system or, except as otherwise excluded by Rule 125.03, any other means authorized by the trial court rules. Separate proof of such service must be filed with the clerk of the appellate courts. Any party to the trial court proceedings registered for use of the trial court's electronic service system shall be deemed to have consented to receive service in this manner.

...

Rule 125.03. Manner of Service

Unless otherwise required by Rule 114.01, service may be electronic by use of the appellate courts' electronic filing system if required or permitted by court order, personal, or by United States Mail. Personal service includes delivery of a copy of the document to the attorney or other responsible person in the office of the attorney, or to the party, if not represented by counsel, in any manner provided by Rule 4, Minnesota Rules of Civil Procedure.

Electronic service is complete upon confirmation from the appellate courts' electronic filing system that it has been accomplished. Service by United States Mail is complete on mailing.

Whenever a party is required or permitted to do an act within a prescribed period after service and the document is served by United States Mail, 3 days shall be added to the prescribed period. If a document is served electronically or personally after 5:00 p.m. at the court's local time, 1 day shall be added to the prescribed period.

Personal service may be effected by use of a commercial courier service, and shall be effective upon receipt.

Service by facsimile or other electronic means other than as authorized or required by an order of the Minnesota Supreme Court is allowed only with the consent of the party to be served, and is effective upon receipt.

Rule 125.04. Proof of Service

Every document required by these rules to be served on other parties must be filed with proof of service contained on or affixed to the document. Service may be proven by any of the following means:

(a) Confirmation of service by authorized use of the appellate courts' electronic filing system, in which event separate proof of service need not be filed

(b) Written admission of service, or

(c) An affidavit or certificate of service.

The clerk of the appellate courts may permit documents to be filed without proof of service, but shall require proof of service to be filed promptly after filing the documents.

Slide 5: Stricken for non-compliance with restricted identifiers

Rule 11.04 Failure to Comply

If a party fails to comply with the requirements of this rule in regard to any person's restricted identifiers or financial source documents, the court may upon motion or its own initiative impose appropriate sanctions, including costs necessary to prepare an appropriate document for filing.

Upon discovery that a document containing restricted identifiers has not been submitted in a confidential manner as required by this rule, the court administrator shall file it with a temporary non-public status pending redaction or court order and direct the filer to, within 21 days, either:

(1) serve and file a properly redacted filing and pay any prescribed monetary fee to the court, and, if the party desires that the filing date of the resubmitted document(s) relates back to the filing date of the original document(s), serve and file a motion requesting the relation-back to the original filing date; or

(2) file a motion for relief from the court.

Any other party may oppose the motion seeking relation-back to the original filing date within the same time limits as are provided by law for the type of document(s) being filed. If a filer timely pays the monetary fee, and timely requests relation-back of the filing date, the court may order that the filing date of the properly submitted document(s) relate back to the filing date of the original document(s).

If no action is taken within 21 days after notice, the filing shall be stricken.

Slide 9: Filers cannot make court documents confidential by agreement

In re the Marriage of Manuela Nelson and Prince Rogers Nelson, No. 27-FA-06-3597
(Hennepin County District Court Aug. 15 and Dec. 21, 2016)

Slide 10: Most case records are public

Public Access Rule 4 addresses case records:

- Subd. 1 lists specific non-public case records in paragraphs (a) through (s), and directs the State Court Administrator to publish a list of non-public case records (available at mncourts.gov/rules)
- Subd. 2 describes the procedure for restricting access to otherwise public case records, and identifies the governing legal standards for criminal, civil, child protection, and juvenile delinquency cases.

- Subd. 3 restricts access to recordings of district court proceedings, and prohibits transcription of conciliation court proceedings.
- Subd. 4 allows filers to, in general, refer to and quote from non-public documents in public court documents. Specific exceptions are listed in the rule.

Slides 11 & 12: Filers are responsible for separating non-public information from public records

General Rule of Practice 11.02 Restricted Identifiers

(a) Pleadings and Other Documents Submitted by a Party. No party shall submit restricted identifiers on any pleading or other document that is to be filed with the court except when the information is germane and necessary for the court’s consideration of the issues then before the court. If it is necessary to provide restricted identifiers to the court, they must be submitted in either of the following two ways:

- (1) on a separate form entitled Confidential Information Form (see Form 11.1 as published by the state court administrator) filed with the pleading or other document; or
- (2) on Confidential Financial Source Documents under Rule 11.03.

The Confidential Information Form (Form 11.1) shall not be accessible to the public.

The parties are solely responsible for ensuring that restricted identifiers do not otherwise appear on the pleading or other document filed with the court. The court administrator will not review each pleading or document filed by a party for compliance with this rule. Notwithstanding this provision, the court administrator may take any action consistent with Rule 11.04.

...

General Rule of Practice 11.06 When Documents May Be Filed as Confidential or under Seal

A party may submit a document for filing as a “confidential document” or “sealed document” only if one of these circumstances exists:

- (a) The court has entered an order permitting the filing of the particular document or class of documents under seal or as confidential.
- (b) This rule or any applicable court rule, court order, or statute expressly authorizes or requires filing under seal or as confidential.
- (c) The party files a motion for leave to file under seal or as confidential not later than at the time of submission of the document.

The court may require a filing party to specify the authority for asserting that a filing is a “confidential document” or “sealed document.” For purposes of this rule, the terms “confidential document” and “sealed document” shall have the meanings set forth in Rule 14.01. Additional

requirements for electronically submitting a document as confidential or sealed in the E-Filing System are set forth in Rule 14.06.

General Rule of Practice 14.06

...

A Registered User electronically filing a document that is not accessible to the public in whole or in part under the Rules of Public Access to Records of the Judicial Branch or other applicable law, court rules or court order, is responsible for designating that document as confidential or sealed in the E-Filing System before transmitting it to the court.

Upon review, the court may modify the designation of any document incorrectly designated as sealed or confidential and shall provide prompt notice of any such change to the Registered User who filed the document. A Registered User must seek advance approval from the court to transmit a document for filing designated as sealed or confidential if that document is not already inaccessible to the public under the Rules of Public Access to Records of the Judicial Branch or other applicable law, court rules, or court order.

...

A financial account numbers summary sheet is posted online at mncourts.gov/efile and is at the end of this appendix.

Slide 14: Difference between “Confidential” and “Sealed”

General Rule of Practice 14.01(a) Definitions. For purposes of the General Rules of Practice, unless otherwise indicated, the following terms have the following meanings:

(1) “Confidential document” (which may include “Confidential 1” and “Confidential 2,” etc., as available and defined by the E-Filing System document security classifications) means a document that will not be accessible to the public, but will be accessible to court staff and, where applicable, to certain governmental entities as authorized by law, court rule, or court order.

...

(9) “Sealed document” means a document that will not be accessible to the public but will be accessible to court staff with only the highest security level clearance.

...

Slide 15: Public documents quoting from non-public documents

Public Access Rule 4, subd. 4. Records Referring to Information in Non-Public Documents. Generally, a rule or law precluding public access to an entire document such as a report or medical record shall not preclude the parties or the court from mentioning the contents of the document in open court or in otherwise publicly accessible pleadings or documents such as motions, affidavits, and memoranda of law where such discussion is necessary and relevant to

the particular issues or legal argument being addressed in the proceeding. Except as otherwise authorized by the presiding judge in a particular case, this rule permitting mention of otherwise non-public information shall not apply to:

- (a) Restricted identifiers governed by MINN. GEN. R. PRAC. 11;
- (b) Identity of a minor victim of sexual assault under Rule 4, subd. 1(m), except that unless otherwise ordered by the presiding judge, such victim may be referred to by initials and year of birth;
- (c) Specific data elements protected by applicable law, court rule or order, including but not limited to those protected by MINN. R. JUV. PROT. P. 8.04, subd. 1(e); and
- (d) Records sealed by order in individual cases, unless otherwise directed by the court issuing such order.

Unless otherwise directed by the presiding judge, data elements in (a) through (d) of this rule that appear in a transcript of a public proceeding need not be redacted from the transcript before such transcript is disclosed to the public.

Slide 16: Sanctions for failure to screen for non-public information

Allstate Ins. Co. v. Linea Latina De Accidentes, Inc., No. 09-3681, 2010 WL 5014386 (D. Minn. Nov. 4, 2010): Attorney who referred to inadvertent disclosure of Social Security Numbers as “clerical errors” was given ten days to notify each affected individual in writing. Attorney also ordered to provide each individual with credit monitoring services for a year, pay \$300 to a food shelf, and appear before the court and report on the status of the credit monitoring.

Carpenters’ Dist. Council of Greater St. Louis and Vicinity v. Neier Servs. Co., Inc., No. 4:13-CV-1603 CAS, 2015 WL 3971070 (E.D. Mo. June 30, 2015): Attorney who failed to screen out Social Security Numbers ordered to give a copy of the e-filing rules to every attorney and staff person at his firm, instruct them to read the rules, and file a written statement certifying compliance with the order.

Slide 21: Filings rejected for failure to pay fees

Minnesota Rule of Civil Procedure 5.04. Filing; Certificate of Service

...

(c) **Rejection of Filing.** The administrator shall not refuse to accept for filing any documents presented for that purpose solely because it is not presented in proper form as required by these rules or any local rules or practices. Documents may be rejected for filing if:

- (1) tendered without a required filing fee or a correct assigned file number;
- (2) tendered to an administrator other than for the court where the action is pending; or

(3) the document constitutes a discovery request or response submitted without the express permission of the court.

Additional information about filing fees is available at www.mncourts.gov/fees.

Slide 22: Filing until midnight

General Rule of Practice 14.03. Filing and Service of Documents and Court Notices

...

(c) Effective Time of Filing. Any document electronically transmitted to the court through the E-Filing System for filing by 11:59 p.m. local Minnesota time shall be deemed filed on that date, so long as the document is not subsequently rejected for filing by the court administrator for a reason authorized by Rule 5.04 of the Rules of Civil Procedure. Filing by facsimile transmission, where authorized, is effective at the time the transmission is received by the court.

Slide 24: Appeals affected by lack of knowledge of e-filing requirement

Lakour v. Roof Tech, Inc., No. A17-0795 (Minn. Ct. App. June 13, 2017): Appeal dismissed for lack of jurisdiction because attorney attempted to file appeal by mail; no PFR filed

Bradley v. Karma Entertainment LLC, No. A17-0984 (Minn. Ct. App. July 18, 2017): Appeal dismissed for lack of jurisdiction because attorney attempted to file by mail; PFR denied September 19, 2017

Bandemer v. Ford Motor Company, No. A17-1182 (Minn. Ct. App. Aug. 29, 2017): Appeal nearly dismissed because attorney attempted to file by mail; appeal saved due to finding that court administrator had erroneously entered judgment

Slide 25: Mandatory formatting requirements

General Rule of Practice 14.03 Filing and Service of Documents and Court Notices

...

(g) Document Requirements and Format. Unless otherwise authorized by these rules or court order, all documents filed electronically shall conform to the document technical and size requirements as established by the state court administrator in the *Minnesota District Court Registered User Guide for Electronic Filing*. The *Guide* shall be posted on the judicial branch website (www.mncourts.gov).

Slide 27: Pen-and-ink signatures are not necessary

General Rule of Practice 14.04 Signatures

...

(b) Registered User and Non-Registered User Signatures.

(1) Registered Users. Every document electronically filed or served through the E-Filing System that requires the signature of the Registered User filing or serving the document shall be deemed to have been signed by the Registered User and shall bear the facsimile or typographical signature of such person, along with the typed name, address, telephone number, designated e-mail address, and, if applicable, attorney registration number of a signing attorney. The typographical or facsimile signatures of a Registered User shall be considered the functional equivalent of an original, handwritten signature produced on paper. A typographical signature shall be in the form: /s/ *Pat L. Smith*.

(2) Non-Registered Users. Any document electronically filed or served through the E-Filing System that requires the signature of a person who is not the Registered User filing or serving the document shall bear the typed name, along with the facsimile or typographical signature, of such person. The person's typographical or facsimile signature shall be considered the functional equivalent of an original, handwritten signature produced on paper. A typographical signature shall be in the form: /s/ *Pat L. Smith*.

(c) Notary Signature, Stamp. Unless specifically required by court rule, documents, including affidavits, electronically filed or served through the E-Filing System are not required to be notarized. Where a signature under penalty of perjury is otherwise required, the provisions of part (d) of this rule apply. A document electronically filed or served through the E-Filing System that by court rule, specifically requires a signature of a notary public shall be deemed signed by the notary public if, before filing or service, the notary public has signed a printed or electronic form of the document and the electronically filed or served document bears a facsimile or typographical notary signature and stamp.

(d) Perjury Penalty Acknowledgment. A document electronically filed or served through the E-Filing System that requires a signature under penalty of perjury may, with the same force and effect and in lieu of an oath, be supported by an unsworn declaration, provided that the typographical or facsimile signature of the declarant is affixed immediately below a declaration using substantially the following language: "I declare under penalty of perjury that everything I have stated in this document is true and correct." In addition to the signature, the date of signing and the county and state where the document was signed shall be noted on the document.

...

General Rule of Practice 15 AFFIDAVITS

Unless otherwise specified in any court rule, the term “affidavit” means:

(a) a document that has been signed, sworn, and notarized; and

(b) a document that has been signed under penalty of perjury pursuant to Minn. Stat. § 358.116, provided that the signature is affixed immediately below a declaration using substantially the following language: “I declare under penalty of perjury that everything I have stated in this document is true and correct.” In addition to the signature, the date of signing and the county and state where the document was signed shall be noted on the document.



Financial Account Numbers Cheat Sheet

These numbers have been identified in questions escalated to the State Document Classification email group and State Court Administration's Legal Counsel Division. Numbers that are financial account numbers *and* are more than four digits in length are restricted identifiers under Minnesota General Rule of Practice 11, except that the last four digits of a Social Security Number are a restricted identifier. Filers may only use the last four digits of financial account numbers in publicly-accessible court documents. If the full financial account number must be submitted to the court, it must be submitted only on Form 11.1 or in a document made confidential under the Form 11.2 Confidential Financial Source Document cover sheet.

Number Type	Financial Account Number?
Alien Registration Number	No
Annuity contract number	Yes
Another agency's case number (county attorney, child support, etc.)	No
Billing number from a service provider (medical facility account, fuel oil account, telephone account, etc.)	Yes
Certificate of Deposit number	Yes
Credit account number	Yes
Insurance claim number	No
Insurance policy number ¹	Yes
Loan, savings, or checking account number	Yes
Medicaid Recipient ID (MMIS)	Yes
Mortgage Identification Number (MIN)	No
Number for a charged-off-credit or debit account	Yes
Professional License Number	No
Property Tax ID Number	No

¹ A Payer ID number on an insurance card where the number appears to be uniquely associated with a single individual and a single account is a financial account number. In contrast, an insurance Group ID number is generally not a financial account number.



MINNESOTA JUDICIAL BRANCH

Retirement Account Number	Yes
Series EE Bond Serial Number	No
SSIS (Social Services Information System) Number	No
Student ID Number (students of all ages)	Yes
Treasury Direct Account Number	Yes
Vehicle Title Number	No
Veterans Affairs (VA) Identifying Number	Yes