

# HENNEPIN COUNTY

## MINNESOTA

### INSTRUCTIONS FOR CONDUCTING PROCEEDINGS SUBSEQUENT IN HENNEPIN COUNTY

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Forms and Instructions referenced in this document are available on the Hennepin County Examiner of Titles [webpage](#).

## SECTION 1: OVERVIEW

These are District Court proceedings and e-filing rules apply. Rule 14, Minn Gen R Prac.

1. The proceedings are initiated by the filing of a **petition**.
2. The Examiner of Titles issues a **report** listing the parties who should be given notice of the proceeding.
3. An **order to show cause** is issued (with a deadline date for filing an answer) and served on the defendants.
4. **Proof of service** are filed.
5. After the **deadline** date, if the matter is uncontested, the **order** is issued following the filing of an affidavit of default and all required evidence.
6. Petitioner files a certified copy of the order with the **Registrar of Titles**.

## SECTION 2: THE PETITION

### 1. Prepare the Petition

The Hennepin County Examiner of Titles office provides forms on our [webpage](#) for Petitions recommended for use in various types of proceedings subsequent. The Petition should conform to the requirements of Rule 213, Minn Gen R Prac.

See [#4](#) below for requirements for Petitions to register boundaries. See the Service of Process Section for requirements when the [United States](#) has an interest.

The Petition should be signed by the attorney, or by the Petitioner, if not represented by an attorney. Rule 11.01, Minn R Civ P.

The Petition should be verified by the Petitioner. Rule 213, Minn Gen R Prac. However, the Petitioner's attorney may verify the Petition if the verification contains the statement required by Minn Stat § 544.15 (3) regarding absent party or officer.

### 2. File the Petition

Attorneys:

e-File the Petition and pay the District Court civil case filing fee. To e-file, select "Hennepin Examiner of Titles" as the location. All attorneys must use e-filing.

The attorney must also add him/herself to the Service Contacts list. This allows the court administrator to send the Report of Examiner and other documents to Petitioner's attorney by e-service.

**Self-Represented Petitioner:**

If the Petitioner is not represented by an attorney, the Petitioner is not required to e-file. Please contact the Examiner of Titles office for information on filing and paying the District Court civil case filing fee.

If Petitioner is unable to pay the District Court civil case filing fee, Petitioner should obtain an order waiving the fee and submit the order with the Petition.

A pro se party can also add themselves to the service list in the eFile and eServe system, allowing the court administrator to serve them electronically.

**Important Notice:** If you are representing yourself and your address changes, send your new address to the Examiner of Titles Office (referencing the court file number). The court mails notices and orders to the address you provide.

**3. Request filing of the Petition on the Certificate of Title**

Filing the Petition on affected certificates of title provides notice of the pendency of the proceeding to anyone acquiring an interest in the land. Minn Stat § 508.71, Subd 2.

If you want the Petition filed on a certificate of title, please submit a copy request through eFS and attach the certified copy fee. Your correspondence should be e-filed with the event code Copy Request. The certified copy will be sent to you via U.S. Mail unless you indicate in the comments section of the filing that an electronic certified copy should be emailed to [insert your email address]. District Court Records issues all certified copies. Information on recording may be found [here](#).

This is optional, except with a boundary registration. See [Determining boundaries](#).

**4. Determining boundaries**

If the Petition is brought to have boundary lines judicially determined pursuant to Minn Stat § 508.671, the Petition must contain the full names and post office addresses of all owners of adjoining lands and the legal descriptions of the adjoining abstract and registered land parcels which are in any manner affected by the boundary determination. A certified copy of the Petition must be filed on each affected certificate of title and recorded with the County Recorder if any affected adjoining land is abstract.

See [Request filing of the Petition on the Certificate of Title](#).

Minn Stat §§ 357.18, 508.82, and 508.671.

A survey showing the proposed boundary lines should be [emailed](#) for examiner review before the survey is e-filed. For survey requirements, see the Instructions "[Survey requirements for boundary registration](#)".

## SECTION 3: THE EXAMINER'S REPORT

After the Petition is filed, the Examiner of Titles will conduct an examination and issue a Report of Examiner. The Report will include the names of parties to be given notice of the proceeding and set out recommended evidence and findings to support an Order granting the relief requested in the Petition. Rule 215, Minn Gen R Prac.

The Report is filed in the court file and served on the Petitioner's attorney through eFS. If Petitioner is not represented by a lawyer and is not registered for e-filing, the Report will be provided to the Petitioner by the court.

## SECTION 4: THE ORDER TO SHOW CAUSE

Notice of the proceeding is given by service of an Order to Show Cause (except where other notice is specified by statute or order). Rule 215, Minn Gen R Prac.

### 1. Prepare the Order to Show Cause

Use the form [Order to Show Cause](#).

- Insert the Certificate of Title number(s) and the legal description from the certificate of title(s) in its caption.
- Insert the deadline date, allowing sufficient time for service (see [Section 5](#).) The deadline date should be a Thursday.
- After the word "TO:" list the current name of each person and entity recommended in the Report of Examiner to be given notice. Do not include addresses.
- If the United States is receiving notice, amend the form Order to Show Cause to add: "(e) at least 60 days before the deadline upon the United States of America by serving this Order and the Petition pursuant to 28 USC 2410 (b)".

If the Report of Examiner requires that notice be given to "occupants," determine the occupants and state their names in the Order to Show Cause. If you are concerned there may be additional unidentified adult occupants, you may include "Any other occupants of \_\_\_\_\_ (insert address or legal description of property)." If an additional occupant is

served, the affidavit of service should state the person's name and that he/she is an occupant of \_\_\_\_\_ (insert address or legal description of property).

If a business entity has changed its name due to merger, amendment to governing documents, or otherwise, determine the current name and list it instead of the name stated in the Report of Examiner. If an individual has changed his/her name, list the current legal name in the Order to Show Cause.

If a person recommended in the Report of Examiner to be given notice is deceased and the person's heirs have been determined by a Probate Court, list the names of the heirs in lieu of the deceased person. However, if there has not been a court determination of heirs, then list the names of the known heirs which you have ascertained and, in addition, insert in the list of names "the unknown heirs of \_\_\_\_\_, deceased."

See Section 10 for tips on name changes and heirs.

## **2. Email the Order to Show Cause to the Examiner of Titles office for approval**

[Email](#) a Word version of the Order to Show Cause. After the Order to Show Cause has been approved by the Examiner of Titles, the Deputy Court Administrator will obtain a judge's signature on it and file the document in the court file. If Petitioner does not have an attorney and is not a service contact, the Order to Show Cause may be emailed to Petitioner.

## **SECTION 5: SERVICE OF PROCESS**

Serve a copy of the signed and filed Order to Show Cause and Petition on each person/entity named in the Order to Show Cause. See [Section 10](#) for tips on locating parties for service.

Service must be made as specified in the Order to Show Cause. Rule 215, Minn Gen R P., as follows:

(a) at least 20 days before the deadline upon the above-named parties residing in this State in the manner provided by law for the service of Summons in a civil action;

(b) at least 20 days before the deadline upon each of the above-named nonresidents and foreign corporations, partnerships, or associations that cannot be found for service in the state by personal service out-of-state, or in the alternative, by two weeks' published notice of the Order to Show Cause and by sending a copy of this Order and the Petition at least 24 days before the deadline by first class mail to the non-resident's or foreign entity's out-of-state post office address;

(c) upon each of the above-named parties who cannot be found by two weeks' published notice of the Order to Show Cause and by sending a copy of this Order and the Petition at least 24 days before the deadline by first class mail to the last known address of the party and by sending another copy of this Order and the Petition at least 24 days before the deadline by first class mail to the address of such party as stated on the Certificate of Title if an address is so stated;

(d) upon a dissolved, withdrawn, or revoked business entity governed by Minn. Stat. Chapters 302A, 303, 317A, 321, 322C, or 323A in the manner provided by Minn. Stat. § 5.25. [Note: deadline date on the Order to Show Cause must be at least 30 days after date of mailing by the Secretary of State.]

Common service situations are addressed below. If you are uncertain how to serve a party, you may consult the Examiner of Titles office before serving the Order to Show Cause. In unusual situations, it may be necessary to revise the Order to Show Cause to provide a different method of service.

#### 1. Service on Resident Individuals

Serve the Order to Show Cause and Petition on individuals who can be found in Minnesota via personal service in accordance with Rule 4.03 (a), Minn R Civ P., at least 20 days prior to the deadline date stated on the Order to Show Cause. Example: If the deadline date is the 25<sup>th</sup>, personal service must be no later than the 5<sup>th</sup>. Rule 4.06.

#### 2. Service on Non-resident Individuals

The method of service is in the Order to Show Cause, and is not the same as the Minn R Civ P. Serve the individual by:

- (a) personal service out-of-state, or in the alternative,
- (b) by publishing the Order to Show Cause once a week for 2 consecutive weeks in a legal newspaper where the property is located, and by sending a copy of the Order to Show Cause and the Petition at least 24 days before the deadline by first class mail to the non-resident individual's current out-of-state home post office address.

If the address is uncertain or the non-resident individual cannot be found, see the next section.

#### 3. Service on Individuals Who Cannot Be Found

The method of service is in the Order to Show Cause, and is not the same as the Minn R Civ P. Serve an individual who cannot be found (resident or non-resident) by:

- (a) publishing the Order to Show Cause once a week for 2 consecutive weeks in a legal newspaper where the property is located, and
- (b) mailing a copy of the Order to Show Cause and the Petition at least 24 days before the deadline by first class mail to the address of such party as stated on the Certificate of Title (or in a document on the Certificate of Title), if an address is so stated, and

(c) by mailing another copy of the Order to Show Cause and the Petition at least 24 days before the deadline by first class mail to the last known address of the party.

The first date of publication must be at least 14 days before the deadline.

Each envelope should be addressed to only one individual. Do not address one envelope to more than one person.

#### 4. [Service on Legal Entities](#)

The Order to Show Cause provides for service on Minnesota entities in the manner of service in a civil action. See sections below.

##### [Minnesota Corporation](#)

The Order to Show Cause provides for service at least 20 days before the deadline upon parties residing in this State in the manner provided by law for the service of Summons in a civil action. Service in a civil action is governed by Rule 4.03 (c), Minn R Civ P, and Minn Stat §§ 302A.901 and 5.25.

Serve an active Minnesota corporation at least 20 days prior to the deadline by personal service upon the registered agent at the address listed on the Minnesota Secretary of State's website, or upon an officer found in Minnesota. Service on the following officers will be accepted: CEO, CFO, President, Vice President, Assistant Vice President, Secretary, and Treasurer, unless there is evidence of lack of authority. For service upon any other officer or "agent" (other than the registered agent), proof of delegation of authority to accept service (e.g. corporate resolution) generally will be required. Merely stating in the affidavit of service that the person is an agent authorized to accept service, or that the person stated he/she is authorized to accept service, is not sufficient.

Service on the Secretary of State under Minn Stat § 5.25, Subd 1 (3) is allowed if no agent or officer can be found "at the address on file with the secretary of state." It is not clear if "address on file" means only the corporation's registered office address, or includes other addresses shown on the Secretary of State website. If more than one address is shown, affidavits of not found at all addresses should be filed along with the affidavit of service on the Secretary of State.

Before serving the Secretary of State, check the status of the corporation on the Secretary of State's [website](#). For "inactive" corporations, order a complete business record from the Minnesota Secretary of State to see if the corporation merged into another entity. If the name listed in the Report of Examiner is not current or is merely an

“assumed name,” substitute the current legal name in the Order to Show Cause and include a finding in the proposed order addressing the change and submit evidence addressing the change. Then search for a registered agent or officer of the current entity to complete personal service within the state. If no registered agent or officer is found at any address on file with the Secretary of State, serve the Secretary of State under Minn Stat § 5.25, Subd 1. When serving an entity under Minn Stat § 5.25 Subd 1 the deadline in the Order to Show Cause must be at least 30 days after mailing by the Secretary of State.

If the business entity is dissolved, withdrawn, or revoked, serve the entity per Minn Stat § 5.25, Subd 5.

### *Chapter 303 Foreign Corporation authorized to transact business in Minnesota*

The Order to Show Cause provides for service on foreign entities by personal service within Minnesota.

Personally serve:

(a) the registered agent listed on the Minnesota Secretary of State’s [website](#), in accordance with Minn Stat § 5.25, or

(b) an officer or agent found in Minnesota, in accordance with Rule 4.03 (c).

If an officer or agent cannot be found in Minnesota for service:

(a) serve the Minnesota Secretary of State per Minn Stat § 5.25, Subd 4, or

(b) If the current address of a foreign corporation, partnership, or association is known, serve the entity by personal service out-of-state, or in the alternative, by two weeks published notice of the Order to Show Cause and by sending a copy of the Order to Show Cause and the Petition at least 24 days before the deadline by first class mail to the foreign corporation, partnership, or association’s out-of-state post office address in accordance with paragraph (b) of the Order to Show Cause.

Mail to the entity’s main office; do not mail to the address of a registered agent, per a foreign state’s Secretary of State website.

Serve a dissolved, withdrawn, or revoked foreign corporation or business entity in accordance with Minn Stat § 5.25, Subds 4 and 5.

If service is made on the Minnesota Secretary of State under Minn Stat § 5.25, the deadline date must be at least 30 days after mailing by the Secretary of State.



### *Foreign Corporation never authorized to transact business in Minnesota*

Personally serve an officer or agent found in Minnesota, in accordance with Rule 4.03(c), Minn R Civ P.

If an officer or agent cannot be found in Minnesota for service, serve the entity by personal service out-of-state, or in the alternative, by two weeks published notice of the Order to Show Cause and by sending a copy of the Order to Show Cause and the Petition at least 24 days before the deadline by first class mail to the foreign corporation, partnership, or association's out-of-state post office address in accordance with paragraph (b) of the Order to Show Cause.

If a current address for the corporation cannot be found, or the corporation is dissolved (and did not merge into a successor corporation), review Minn Stat § 5.25, Subds 4 (a) and (b) and Chapter 303. If service on the Minnesota Secretary of State is not permitted, serve in accordance with paragraph (c) of the Order to Show Cause by two weeks published notice of the Order to Show Cause and by sending a copy of the Order to Show Cause and the Petition at least 24 days before the deadline by first class mail to the last known address of the party and by sending another copy of the Order to Show Cause and the Petition at least 24 days before the deadline by first class mail to the address of such party as stated on the Certificate of Title, if an address is so stated.

Other methods of service may be possible but would require changes to the Order to Show Cause. Contact the Examiner if you want another method of service to be ordered.

### *Partnerships or Limited Liability Partnerships*

Serve Minnesota partnerships by serving a partner in accordance with Rule 4.03 (b), Minn R Civ P, at least 20 days prior to the deadline date on the Order to Show Cause.

### *Limited Partnerships or Limited Liability Limited Partnerships*

Serve a limited partnership or limited liability limited partnership:

(a) by serving a general partner in accordance with Rule 4.03 (b), Minn R Civ P, or the partnership's registered agent for service of process per the Minnesota Secretary of State website at least 20 days prior to the deadline date on the Order to Show Cause, or

(b) in accordance with Minn Stat § 5.25.

Minn Stat § 323A.1001 (a) (3).

### *Limited Liability Companies*

Serve a limited liability company:

(a) by personally serving a manager (officer) or the registered agent at least 20 days prior to the deadline date on the Order to Show Cause, or

(b) in accordance with Minn Stat § 5.25.

Minn Stat § 322C.0116.

### *State of Minnesota*

Serve the State of Minnesota by serving the attorney general, a deputy attorney general or an assistant attorney general in accordance with Rule 4.03 (d), Minn R Civ P, at least 20 days prior to the deadline date on the Order to Show Cause.

### *City*

Serve a city by serving the chief executive officer (usually the mayor) or the city clerk in accordance with Rule 4.03 (e)(2), Minn R Civ P, at least 20 days prior to the deadline date on the Order to Show Cause.

Do not serve an “assistant” or “deputy” city clerk.

Do not serve someone who says they are authorized to accept service unless you are able to support the affidavit of service with documents establishing that (a) the chief executive officer or city clerk is legally authorized to delegate the responsibility to accept service, and (b) the delegation was made in the manner authorized.

### *County*

Serve a county by serving the chair of the county board, the county auditor or a deputy county auditor in accordance with Rule 4.03 (e)(1), Minn R Civ P and Minn Stat § 384.08, at least 20 days prior to the deadline date on the Order to Show Cause.

### *United States*

Service on the United States must be made in accordance with the requirements of federal law:

(a) The Petition must set forth with particularity the nature of the interest or lien of the United States. If the interest of the United States involves a lien under the Internal Revenue laws, the Petition must include the name and address of the taxpayer whose liability created the lien, the identity of the internal revenue office which filed the notice of lien, and the date and place the notice was filed.

Note: If the Petition does not contain the required information, prepare and file an Amended Petition containing the information.

(b) Send a copy of the Order to Show Cause and a copy of the Petition (or Amended Petition, if applicable) to the Attorney General of the United States at Washington, D.C. by registered mail or by certified mail.

(c) Serve a copy of the Order to Show Cause and a copy of the Petition (or Amended Petition) on the United States Attorney for the District of Minnesota, or on an Assistant United States Attorney or a clerical employee designated by the United States Attorney in a writing filed with the Hennepin County District Court Administrator.

(d) The United States may appear and answer within 60 days after service, therefore, service must be made at least 60 days prior to the deadline date of the Order to Show Cause.

28 USC § 2410.

#### *Town*

Serve a town by serving the chair of the town board or the town clerk in accordance with Rule 4.03 (e)(3), Minn R Civ P, at least 20 days prior to the deadline date on the Order to Show Cause.

Do not serve an “assistant” or “deputy” town clerk. (See [City](#) for further information.)

#### *School District*

Serve a school district by serving a member of the school board in accordance with Rule 4.03 (e)(4), Minn R Civ P, at least 20 days prior to the deadline date on the Order to Show Cause.

Do not serve the Superintendent of the school district.

### *Other public body*

Serve a public body not enumerated above by serving a member of the board or other governing body in accordance with Rule 4.03 (e)(5), Minn R Civ P, at least 20 days prior to the deadline date on the Order to Show Cause.

## SECTION 6: PROOF OF SERVICE

### *Publication*

Publication, if made, is proved by an Affidavit of Publication provided by the printer.

Rule 4.06, Minn R Civ P; Minn Stat §§ 600.10 and 600.11.

If serving by publication, also e-file an Affidavit of Not Found, stating that that the parties who were served by publication could not be found for personal service in the State of Minnesota and what efforts were made to find them.

### *Personal Service*

Personal service is proved:

- (a) an Affidavit of Service, or
- (b) a written Admission of Service.

Rule 4.06, Minn R Civ P.

The Affidavit or Admission must be signed under oath and notarized.

An Affidavit of Service which states that the Order to Show Cause was delivered to a person who is identified as the “attorney at law” for the named person will generally not be sufficient.

An Affidavit of Service which states that the Order to Show Cause was delivered to a person who is identified as “an agent” for the named person (with no further information or explanation) will generally not be sufficient.

### *Service on the Minnesota Secretary of State*

Service made in accordance with Minn Stat § 5.25 is proved by Receipt/Invoice (the pink service of process acknowledgement sheet) provided by the Secretary of State, and an

Affidavit of Service stating the date the Order to Show Cause was delivered to the Secretary of State for service.

#### *Assent to Petition*

A person or entity (not their attorney) may assent to the proceeding in lieu of being served with the Order to Show Cause. The Assent must be in writing and must be acknowledged. Minn Stat § 358.66.

## SECTION 7: THE DEADLINE

#### *Deadline Date*

The deadline date is stated on the Order to Show Cause. Proceedings subsequent to initial registration are scheduled for review by the Examiner of Titles or a Deputy Examiner on the regular Land Title Calendar on Thursdays. The deadline date is the date by which a defendant must file an Answer and pay the filing fee or provide an order waiving the fee.

The Petitioner's attorney may request a continuance of the matter to a later specific Thursday; the Examiner or Deputy Examiner having the calendar generally will continue the matter.

#### *The Order*

The Examiner of Titles office provides a [general form order](#) on our webpage. Prepare a (proposed) order in Word format. Insert Findings and the recommended Order from the Report of Examiner.

#### *Evidence: Affidavits and Documents*

Evidence to support the Findings called for in the Report of Examiner should be in Affidavit form and e-filed prior to the deadline date. The Petitioner's attorney is usually the most appropriate affiant.

Some Findings should be supported by documentary evidence and not by Affidavit. For example, a Finding that the property involved is not subject to delinquent real estate taxes should be supported by a certificate from the County Auditor. Documentary evidence should also be e-filed before the deadline date.

## *Submissions*

At least 7 calendar days before the deadline date:

(a) E-file the following:

- Proofs of service, including Affidavit of Publication and Affidavit of Not Found if applicable;
- evidentiary affidavit(s);
- documentary evidence, if any.

These submissions are reviewed prior to the deadline date, and you will be notified of any deficiencies. See [Section 9](#) for examples of common problems.

Rule 208, Minn Gen R Prac.

(b) [Email](#) (do not e-file) a proposed Order in Word format. If the petitioner has requested that boundary lines be marked by placement of judicial landmarks, also email a [proposed Interlocutory Order](#), using the form on the Examiner's webpage.

## *Affidavit of Default*

After the deadline date has passed, an affidavit of default stating that the attorney did not receive anything that could be construed as an answer will be required to be filed by the petitioner's attorney. The court administrator will email the form affidavit of default to the petitioner's attorney. See [Section 8](#) regarding an Answer by a defendant.

## *Filing the Order*

After the affidavit of default has been filed and reviewed, the Examiner of Titles will endorse the Examiner's approval on the Order.

The Deputy Court Administrator will obtain a judge's signature on the Order and file the document in the court file.

## *Obtain Certified Copy and File the Order*

After the Order has been issued, Petition or petitioner's attorney should request a certified copy of the Order through eFile and eServe by paying the copy fee and then file the certified copy with the Registrar of Titles.

### *Special Case: Interlocutory Order*

In a case where the Petitioner has requested that boundary lines be marked by the placement of judicial landmarks, after the deadline date the Examiner of Titles will endorse the Examiner's approval on the Interlocutory Order (not on the final Order).

The Deputy Court Administrator will obtain a judge's signature on the Interlocutory Order and file the document in the court file.

Obtain a copy of the filed Interlocutory Order and deliver it to the Petitioner's surveyor with the "[Instructions: next steps after an interlocutory order is signed](#)." The instructions explain the final survey requirements and steps for obtaining the Order. Generally, it is not necessary to schedule another deadline date. If the examiner requires any further evidence prior to recommending entry of the Order, you will be contacted.

After the Order has been issued, request certified copies of the Order and the survey showing judicial landmarks through eFile and eServe by paying the copy fees and then file the certified copies with the Registrar of Titles.

## SECTION 8: OBJECTIONS

### *Answer*

If an Answer is filed and not withdrawn, the matter is treated as a contested case. See the "[Instructions for contested proceedings subsequent](#)" on the Hennepin County Examiner of Titles webpage.

## SECTION 9: EXAMPLES

### *The Order to Show Cause and Petition are not Timely Served on One or More of the Persons Named in the Order to Show Cause*

A Supplemental Order to Show Cause should be [emailed](#) in Word format, listing only the names of persons not properly served with the original Order to Show Cause and Petition and stating a new deadline date. The Supplemental Order to Show Cause and Petition should be served on the named persons as provided in [Section 5](#): Service of Process.

### *The Order to Show Cause Contains an Error*

If there is a substantial error in the Order to Show Cause an Amended Order to Show Cause should be [emailed](#) in Word format. The Amended Order to Show Cause and Petition should be served as provided in [Section 5](#): Service of Process. Any parties served with the incorrect Order to Show Cause must be served again with the Amended Order to Show Cause and Petition.

If a party's name is missing or is substantially misspelled, a Supplemental Order to Show Cause should be [emailed](#) in Word format, listing only the names that need to be corrected and stating a new deadline date, if necessary. The Supplemental Order to Show Cause and Petition should be served on the named parties as provided in [Section 5](#): Service of Process. Parties served with the Order to Show Cause and not included in the Supplemental Order to Show Cause need to file an answer by the original deadline date to avoid default.

### *The Petitioner Wishes to Dismiss the Case*

If no Answer has been filed by any person, the Petitioner may file a Notice of Dismissal. Rule 41.01 (a), Minn R Civ P.

If an Answer has been filed, a Stipulation of Dismissal signed by the Petitioner and all persons who have answered may be e-filed, along with a proposed Order for Dismissal. Rule 41.01 (a), Minn R Civ P.

In either case, if a certified copy of the Petition has been filed as a memorial on one or more Certificates of Title, in accordance with Minn Stat § 508.71, Subd 2, the Petitioner's attorney may obtain from eFile and eServe a certified copy of the Notice of Dismissal or Stipulation and Order for Dismissal and file it with the Registrar of Titles, who will electronically route it to the examiner of titles for approval.

## SECTION 10: TIPS FOR FINDING PEOPLE/ENTITIES

The Petitioner is required to make a diligent search for all parties to be served with the Order to Show Cause. A diligent search may include:

- [RecordEASE](#) for Grantor/Grantee Index for properties owned, and review recorded documents for additional addresses
- Minnesota District (Trial) Court Case Search for addresses in other court cases, evidence of name changes through marriage dissolution or civil name change order, and search for probate cases



- At a courthouse. Each Minnesota district courthouse offers electronic access to statewide public case records through public access terminals. Each district courthouse also offers in-person counter access to locally stored, public case records in paper form. Courthouse public access terminals provide the most complete access to electronic district court case records.
- [Minnesota Court Records Online](#) (MCRO)
- [Bankruptcy Court](#) to locate addresses
- [Minnesota Secretary of State](#) for active and inactive entities, and requesting a complete history to check for mergers (fee may apply)
- Secretary of State websites in other states, if applicable
- FDIC [website](#) for bank status, mergers, addresses
- [Federal Financial Institutions](#) search
- Internet search (e.g., Bing, Google, Yahoo, etc.)
- Obituary searches online
- Find-a-person websites
- Asking neighbors, associates, friends of the party
- Prison ([Minnesota](#) and/or [Federal](#)) and [military](#) records
- Skip tracing

For helpful links and more suggestions for finding people see the court's page [Representing Yourself in Court: How Can I Find Someone?](#)