

Safe At Home Filings

The following instructions only apply to when a debtor is enrolled in Minnesota's Safe at Home Program and will list the following mailing address on the bankruptcy petition:

Lot # XXX
P.O. Box 17370
St. Paul, MN 55117

To protect the debtor's confidential residential address, attorneys must notify the Clerk's Office before filing the petition by following the procedures below.

Although the debtor's Safe at Home mailing address may be used on the petition, schedules, and other documents, attorneys must:

- Use the debtor's full legal name.
- Share the debtor's confidential residential address with the case trustee.

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Pre-Filing Instruction

Before filing a bankruptcy petition for a debtor enrolled in Minnesota Safe at Home Program, representing attorneys must notify the Clerk's Office and provide the information listed below. This notification allows the court to authorize the use of the Safe at Home mailing address. Information below should be submitted via email to the Clerk of Court at clerkofcourt@mn.uscourts.gov

1. Confirmation that the debtor is enrolled in the Safe at Home Program.
2. Provide the debtor's actual county of residence. Please note that the Clerk's Office is collecting this information for statistical purposes; it will not be noted on the public case docket.
3. Certify that the debtor's confidential full address will be shared with the case trustee within 2 business days of the case being assigned to a trustee.

Opening a Bankruptcy Case in CM/ECF

When opening the case in CM/ECF, debtor's counsel must enter the debtor's Safe at Home mailing address as it appears on the petition and may identify Ramsey County as the county associated with the Safe at Home address.

1. Enter the debtor's Safe at Home mailing address (Lot Number and P.O. Box) as the debtor's address and select Ramsey County as the county of residence.	Debtor 1 Information			
	Last name Morgan		First name Taylor	
	Middle name		Generation	Title
	SSN/ITIN 999-89-9989 999-99-9999		Tax Id/EIN 12-1234567	
	Office		Address 1 Lot 832	
	Address 2 P.O. Box 17370		Address 3	
	City St. Paul		State MN	Zip 55102
	County RAMSEY-MN (27123)		Country	
	Phone		Fax	
	E-mail			
	Party text			
	Attorney... Alias... Corporate parent / affiliate... Review... Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.			
	Submit Cancel Clear			

Clerk's Notification Regarding Minnesota Safe at Home Program

During the court's initial review of the case, court staff will verify that the required pre-filing email was received by the Clerk of Court. If the email was received, staff will enter a Clerk's Notification Regarding Minnesota Safe at Home Program on the docket confirming the debtor is authorized to use this address instead of the debtor's residential address.

If the required pre-filing email was not received, the assigned judge will be notified and further action may be taken.

Clerk's Notification Regarding Minnesota Safe at Home Program. The debtor has been authorized to use the Minnesota Safe at Home Program mailing address in place of the debtor's residential address for this case. The debtor's confidential residential address is not reflected on the public docket. (KRG) (Entered: 06/30/2026)

Other Documents Containing the Debtor's Address

If other documents are filed that contain the debtor's confidential residential address, such as a claim from a mortgage lender, the debtor may use the following procedures in the Notice to Clerk Regarding Safe at Home Address Included in Filed Document. Please note that the debtor should be prepared to file a redacted version of the document containing the confidential address using the debtor's Safe at Home address.

1. Bankruptcy > Post-Petition Events > Notices	Post-Petition Events Appeals (bankruptcy) Applications (bankruptcy) Conversions Debtor Certifications Motions (bankruptcy) Motions (Chapter 11 First Day Only) Notices (bankruptcy) Other Case Events Plan/Disclosure Statement Response/Objection InBox (new) Call Before Use
2. Select Notice to Clerk Regarding Safe at Home Address Included in Filed Document. Click Next.	Available Events (click to select events) Notice of foreign representative's intent to commence case Notice of hearing continued indefinitely Notice of hearing on certain attorney fee arrangements Notice of intent to communicate with foreign court/foreign representative Notice of intention of clerk to communicate Notice of intention to seek expedited hearing (Ch 11 only) Notice of no objection Notice of override of preferred address 342(e) Notice of petition for recognition of foreign proceeding Notice of rescheduled hearing Notice to Abandon or Dispose of Property Containing Hazardous Substances Notice to Clerk Regarding Personally Identifiable Information Found in Filed Document Notice to Clerk Regarding Personally Identifiable Information Found on Claims Register Notice to Clerk Regarding Safe at Home Address Included in Filed Document Withdrawal of notice of appearance Next Clear
3. Select filing party. Click Next.	Notice to Clerk Regarding Safe at Home Address Included in Filed Document - Goddard, Kellie (crt) Select the Party: Burrell, Gregory A [Trustee] Add/Create New Party Potato, Positive [Debtor 1] US Trustee, [U.S. Trustee] Next Clear Repeat the "Notice to Clerk Regarding Safe at Home Address Included in Filed Document" event. 

4. Select either Document on the Docket or Claim. Click Next.	Notice to Clerk Regarding Safe at Home Address Included in Filed Document - Goddard, Kellie (crt) Which document type included the Safe at Home address? ☒ Document on the Docket ☐ Claim Next Clear Repeat the "Notice to Clerk Regarding Safe at Home Address Included in Filed Document" event.
5. If Document on the Docket was selected, select the document that includes the Safe at Home address. If Claim was selected, select the claim that includes the Safe at Home address.	Notice to Clerk Regarding Safe at Home Address Included in Filed Document - Goddard, Kellie (crt) - Select the appropriate event(s) to which your event relates: ☒ 01/14/2025 1 Chapter 13 Voluntary Petition for Individuals re: Positive Potato. Fee Amount \$313.00. Government Proofs of claim due by 7/14/2025. (KRG) ☐ 01/14/2025 2 Chapter 13 Plan (KRG) ☐ 10/02/2025 3 Order Staying All Deadlines in Adversary Proceedings With the Department of Education as Defendant. (KRG) ☐ 12/17/2025 4 Order Dismissing Case as to Positive Potato without prejudice. (KRG) ☐ 12/17/2025 5 Order Dismissing Case as to Positive Potato without prejudice for Failure to File Required Documents under 11 U.S.C. § 521(i) (KRG) ☐ 12/17/2025 6 Order Dismissing Case as to Positive Potato without prejudice for Failure to File Required Documents under 11 U.S.C. § 521(i) (JFB) ☐ 07/21/2026 Clerk's Notification re: 1 Chapter 13 Voluntary Petition. The document has been filed utilizing the incorrect attorney login. To correct this error, file a notice of appearance using the signing attorney login. (KRG) Next Clear Repeat the "Notice to Clerk Regarding Safe at Home Address Included in Filed Document" event.
6. Upload the redacted documents that change the confidential address to the Safe at Home address. Click Next.	Notice to Clerk Regarding Safe at Home Address Included in Filed Document - Goddard, Kellie (crt) Filename Browse... No file selected. Attachments to Document: ☒ No ☐ Yes Next Clear Repeat the "Notice to Clerk Regarding Safe at Home Address Included in Filed Document" event.

7. Review the docket text.

Click Next

Notice to Clerk Regarding Safe at Home Address Included in Filed Document - Goddard, Kellie (crt)

Notice to Clerk Regarding Safe at Home Address Included in Filed Document [1]
Chapter 13 Voluntary Petition . A non-filing party has included the full address
of the debtor utilizing the Safe at Home address. Redacted version(s) of the
document are submitted with this notice. (KRG)

Repeat the "Notice to Clerk Regarding Safe at Home Address Included in Filed Document" event. 

Notice to Clerk Regarding Safe at Home Address Included in Filed Document - Goddard, Kellie (crt)

Notice to Clerk Regarding Safe at Home Address Included in Filed Document , (re:
Claim # 1). A non-filing party has included the full address of the debtor
utilizing the Safe at Home address. Redacted version(s) of the document are
submitted with this notice. (KRG)

Repeat the "Notice to Clerk Regarding Safe at Home Address Included in Filed Document" event. 