



**UNITED STATES DISTRICT COURT**  
**District of Minnesota**

Richard D. Sletten, Clerk

Warren E. Burger Federal  
Building and U.S. Courthouse  
316 North Robert Street  
Suite 100  
St. Paul, MN 55101  
(651) 848-1100

U.S. Courthouse  
300 South Fourth Street  
Suite 202  
Minneapolis, MN 55415  
(612) 664-5000

Gerald W. Heaney Federal Building and  
U.S. Courthouse and Customhouse  
515 West First Street  
Suite 417  
Duluth, MN 55802  
(218) 529-3500

U.S. Courthouse  
118 South Mill Street  
Suite 212  
Fergus Falls, MN 56537  
(218) 739-5758

**CLERK'S NOTICE IN RE: PROTECTIVE ORDER**

A Protective/Confidentiality Order has been entered in this action. You must comply with the guidelines set forth below when filing **confidential original** documents with the Clerk of U.S. District Court. **Failure to do so may result in documents NOT getting filed under seal.**

**Guidelines for Submission of Sealed Documents:**

- A. Complete e-file entries in ECF for all documents using the "Notice of Conventional Filing" form (available on the FORMS page of our website at [www.mnd.uscourts.gov](http://www.mnd.uscourts.gov)) as a placeholder for any documents filed under seal.
- B. File ORIGINALS with the Clerk. Copies are for the Judge or Magistrate Judge.
- C. Each ORIGINAL document is to be **sealed** (closed, fastened, taped, or otherwise secured) in a separate envelope of comparable size no larger than 9 x 12.  
*LR 5.1: All pleadings, motions, and other papers presented for filing shall be on 8 1/2 x 11 inch white paper...flat and unfolded. This rule does not apply to: (1) exhibits submitted for filing; and, (2) documents filed in removed actions prior to removal from the state courts.*
- D. EACH original document **MUST** be in a separate envelope, and the front of EACH envelope must include the following information:
  - Action/case number
  - Brief action/case title
  - Party, name, and complete title of document (i.e. Deft. Johnson's Motion for Dismissal).  
Note: Motions, affidavits and memoranda are each considered a separate document.
  - The word "**SEALED**" or "**CONFIDENTIAL**"
- E. Copies **MUST** be together as a separate set in an envelope **addressed to the Judge or Magistrate Judge.**