



UNITED STATES DISTRICT COURT

District of Minnesota

Richard D. Sletten, Clerk
Wendy S. Osterberg, Chief Deputy Clerk

700 Federal Building
316 North Robert Street
St. Paul, MN 55101
(651) 848-1100

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

417 Federal Building
515 West First Street
Duluth, MN 55802
(218) 529-3500

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

INSTRUCTIONS TO APPLY FOR FILING DOCUMENTS CONVENTIONALLY

(see Part VI of Electronic Case Filing Procedures for the District of Minnesota)

1. **Leave of Court Required for Conventional Filing.** A party must seek leave of the court to file a document conventionally, *except* for the following materials, which can be filed conventionally without a court order:
 - a. Items that cannot be converted to electronic form, such as:
 - i. video/audio tape,
 - ii. photo, chart, graph, diagram or text document for which just one page exceeds 2 MB in size when converted at 200 dpi.
 - b. The “administrative record” in Social Security and Habeas Corpus cases (see Sections IV and V respectively of the Civil Procedure Guide).
 - c. Documents filed under seal pursuant to protective order (see Section VI, Part C of the Civil Procedure Guide).
 - d. Unredacted documents filed under seal pursuant to the Fed. R. Civ. P. 5.2 and Fed. R. Crim. P 49.1.
2. **Obtaining Leave to File Conventionally.** To request permission to file certain documents conventionally:
 - a. Complete and file the “Application to File Conventionally” form found on the FORMS page of our website at www.mnd.uscourts.gov.
 - i. Complete the form with a **detailed description** of why you are unable to file the documents electronically.
 - ii. The most common reason for filing this application would be for voluminous exhibits; i.e., exhibits totaling several hundred pages or more (see Section VII of the Civil Procedure Guide).
 - iii. Applications based on incomplete explanations will not be granted.
 - b. The application must be filed in ECF as "Application to File Conventionally" under "Other Documents," and approved before the filing due date.
 - c. The filer must allow 5 days for the assigned Magistrate Judge to review this request.
 - d. The Magistrate Judge will issue an order granting or denying the application.