



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 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. **FILING CONVENTIONALLY.** If filing a document conventionally is permitted, either by court order (see INSTRUCTIONS TO APPLY FOR FILING DOCUMENTS CONVENTIONALLY) or pursuant to one of the exceptions listed in section 1, above, the following procedures apply:
 - a. Prepare the ***Conventional Filing Placeholder*** (available on the FORMS page of the court’s website at www.mnd.uscourts.gov);
 - b. E-file the placeholder in ECF in place of the document(s) being filed conventionally in order to indicate, in ECF, the existence of documents that will reside on the shelf in the clerk’s office;
 - c. Print the Notice of Electronic Filing (NEF) for the entry which contains the Conventional Filing Placeholder;
 - d. Attach the NEF as a cover sheet to the front of the document to be conventionally filed.
 - e. File the original document(s), conventionally, with the Clerk’s Office **no later than 5:00 p.m.** on the due date.
 - f. Mail or deliver a COURTESY COPY (with a printed paper copy of the NEF attached) pursuant to Section I, Part E of the Procedure Guide for the District Judge or Magistrate Judge handling the matter in a separate envelope.

INSTRUCTIONS FOR FILING DOCUMENTS CONVENTIONALLY - Continued

- g. Serve all conventionally filed materials conventionally (i.e., in paper form), with a printed paper copy of the Notice of Electronic Filing (NEF) attached as a cover sheet, on all parties entitled to service. The e-notice of the filing of the placeholder for these documents shall not constitute service.
- h. File a Certificate of Service in ECF for all conventionally filed documents.
- i. The Clerk's Office will note receipt of the conventionally filed original documents on the record.