



# 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

### INSTRUCTIONS FOR FILING DOCUMENTS CONVENTIONALLY

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

1. **Leave of Court Required.** A party must seek leave of the court to file a document conventionally if leave is not already so provided by these procedures.
2. **Leave of Court Not Required.** A party may conventionally file the following without seeking leave of the court.
  - a. Items that cannot be converted to electronic form (e.g., video tape, audio tape, etc.).
  - b. The “administrative record” in Social Security, Habeas Corpus and other administrative records from cases (e.g., E.R.I.S.A., Environmental Act, etc.).
  - c. Documents filed under seal pursuant to protective order (see Section IX.D of the Civil Electronic Case Filing Procedures Guide).
  - d. Unredacted documents filed under seal pursuant [Fed. R. Civ. P. 5.2](#) (see Section IX.D of the Civil Electronic Case Filing Procedures Guide).
3. **Timeliness.** Documents filed conventionally are due in the Clerk’s Office before 5:00 p.m. Central Time on the due date.
4. **Filing Conventionally.** If leave to file document(s) conventionally is granted, or if filing items or documents which do not require leave of the court to file conventionally:
  - a. The conventional filing placeholder (available on the “Court Forms” page of the court’s website at [www.mnd.uscourts.gov](http://www.mnd.uscourts.gov) ) must be filed in ECF in place of the document(s) being filed conventionally, and is intended to show, in ECF, the existence of documents that reside in the Clerk’s Office.

**EXAMPLE: if filing an exhibit conventionally, file the placeholder as if it is the exhibit - using the “Exhibit” event - but instead of attaching the exhibit, attach the placeholder.**
  - b. The Notice of Electronic Filing (NEF) and the conventional filing placeholder must be attached to the outside of the envelope of the conventionally filed document(s).
  - c. The conventionally filed documents must be tabbed, two-hole punched and fastened with tongs at the top.

- d. The paper original of the document(s) must be filed with the Clerk's Office before 5:00 p.m. on the due date.
- e. Mail or deliver the COURTESY COPIES (with a copy of the NEF and conventional filing placeholder attached) pursuant to Section I.F. of the Electronic Case Filing Procedures Guide for the District or Magistrate Judge handling the matter in a separate envelope.
- f. Conventionally filed materials must be served conventionally, with a copy of the NEF, by the filer on all parties who are entitled to service. The e-notice of the court's receipt of these documents does not constitute service.
- g. A Certificate of Service must be filed in ECF for all conventionally filed documents.
- h. The Clerk will note receipt of the conventionally filed original documents on the record.