



# 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 Privacy Policy of the E-Government Act of 2002 (see Section VI, Part D of the Civil Procedure Guide).
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](http://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.