



UNITED STATES DISTRICT COURT

District of Minnesota

Richard D. Sletten, Clerk
Lisa D. Rosenthal, Chief Deputy 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

The US District Court is pleased to announce several procedural changes which are being implemented in the coming weeks.

1) Pay.gov Required for Payment of Pro Hac Vice Fees and Civil Appeal Fees – Effective November 1, 2012

Effective November 1, 2012, attorneys will be required to use Pay.gov for payment of *pro hac vice* motion fees (\$100 per case) and the civil appeal fee (\$455). As of that date, you will no longer be able to bypass the Pay.gov screens in CM/ECF. The fee must be paid electronically through Pay.gov when filing the motion for admission *pro hac vice* or the notice of appeal. Pay.gov is an electronic system of the U.S. Department of the Treasury that allows users to make secure electronic payments to federal government agencies. Payments can be made directly from a checking or savings account or by using a credit or debit card. For more information or assistance, please contact the CM/ECF helpdesk at ecfhelpdesk@mnd.uscourts.gov or at 612-664-5155 or 866-325-4975.

2) Notice to Customers Presenting Checks for Payment – Effective November 1, 2012

The Clerk's Office is implementing a new procedure that involves scanning checks for same-day deposit, as required by the US Treasury. When you present a check as payment to the court, you authorize the Clerk's Office to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. For inquiries, please call 612-664-5000.

Privacy Act – A Privacy Act Statement required by 5 U.S.C. §522a(e)(3) stating our authority for soliciting and collection the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available at <http://www.fms.treas.gov/otcnet/index.html> or call toll free at 1-866-945-7920 to obtain a copy by mail. Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.

Note: This process will be implemented in the Minneapolis division on November 1, 2012. It will be implemented in St. Paul and Duluth in the near future.

3) New Procedures for Opening Civil Cases - Effective December 1, 2012

Beginning on December 1, 2012, attorneys will be able to file and open their own civil cases in CM/ECF. The new cases email box (NewCases@mnd.uscourts.gov) currently used to submit initiating civil documents (civil cover sheets, complaints, summons, etc.) will no longer be available to initiate a civil case after this date. The Clerk's Office will provide training on the new civil case opening process. The training is available for attorneys, legal assistants, paralegals, or anyone in your office who files documents electronically. For more information and to view the training schedule, please see the [CM/ECF Newsletter](#) posted on our website at www.mnd.uscourts.gov/cmecf/training.shtml.

4) Elimination of Credit Card Payments by Facsimile – Effective January 1, 2013

As of January 1, 2013, the Court will no longer accept credit card payments by facsimile for any purpose. Credit cards may be used to pay fees through CM/ECF and Pay.gov or may be presented in person at the Clerk's Office. Payment by check will be accepted when the check accompanies the documents at the time of filing.