

Procedurally, sealed documents should be handled as follows

When filing a sealed document pursuant to a protective order or pursuant to the Privacy Policy of the E- Government Act of 2002, conventional filing is permitted without seeking additional leave of the court. 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). This will be used to replace the actual document that will be filed conventionally. The placeholder explains to the court and customers what the actual filing is and why it has not been added to ECF.
 - b. E-file the placeholder in ECF in place of the sealed 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 sealed document to be conventionally filed.
 - e. File the original sealed document(s), conventionally, with the Clerk=s Office no later than 5:00 p.m. on the due date.
- Note: If filing sealed documents before e-filing the placeholder, attach the placeholder to the front of the sealed document to be conventionally filed. Mail or deliver sealed documents to the Clerk=s Office with a cover letter stating that the e-filing will be completed later. After e-filing the placeholder, print the NEF, staple it to the front of the placeholder and deliver it to the same Clerk=s Office so that Clerk=s Office staff can match the sealed documents to the appropriate electronic entry.
- 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.
 - g. Serve all sealed documents filed 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 sealed documents.
 - i. The Clerk=s Office will note receipt of the conventionally filed original sealed documents on the record.