



**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

NOTICE

December 13, 2006

**Contact: Richard Sletten, Clerk of Court
(612) 664-5026**

**REVISIONS TO CM/ECF PROCEDURES IN THE
DISTRICT OF MINNESOTA**

Courtesy Copies

Effective December 18, 2006, the District of Minnesota will require that counsel file two paper courtesy copies of motions and related filings (affidavits and exhibits). When an attorney files motions, responses, or reply briefs on ECF, they must provide the paper copies of these documents to the Judge or Magistrate Judge hearing the motion. The paper copies should be mailed or delivered in an envelope addressed to the Judge's calendar clerk contemporaneously with the documents being posted on ECF. The rule applies to dispositive and non-dispositive motions. The ECF civil and criminal procedures guides have been revised to reflect this requirement.

Administrative Records

The court approved a change to allow conventional (paper) filing of any administrative records (ERISA, Habeas Corpus, Social Security) without court permission. Counsel should file a "Conventional Filing Placeholder" on ECF in place of the document being filed in paper, and deliver the paper filing to the clerk's office. Counsel should also provide the Judge with two courtesy copies of the conventionally filed documents. The ECF civil procedures guide has been updated on pages 20-22 to reflect the change.

**Richard D. Sletten
Clerk, U.S. District Court
District of Minnesota**