



UNITED STATES DISTRICT COURT
District of Minnesota

Kate M. Fogarty, 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

CLERK'S NOTICE IN RE: PROTECTIVE ORDER

A Protective/Confidentiality Order has been entered in this action. You must comply with the guidelines set forth below when filing **confidential original** documents with the Clerk of U.S. District Court. **Failure to do so may result in documents NOT getting filed under seal.**

Guidelines for Submission of Sealed Documents:

- A. Complete e-file entries in ECF for all documents using the "Notice of Conventional Filing" form (available on the FORMS page of our website at www.mnd.uscourts.gov) as a placeholder for any documents filed under seal.
- B. File ORIGINALS with the Clerk. Copies are for the Judge or Magistrate Judge.
- C. Each ORIGINAL document is to be **sealed** (closed, fastened, taped, or otherwise secured) in a separate envelope of comparable size no larger than 9 x 12.
LR 5.1: All pleadings, motions, and other papers presented for filing shall be on 8 1/2 x 11 inch white paper...flat and unfolded. This rule does not apply to: (1) exhibits submitted for filing; and, (2) documents filed in removed actions prior to removal from the state courts.
- D. EACH original document **MUST** be in a separate envelope, and the front of EACH envelope must include the following information:
 - Action/case number
 - Brief action/case title
 - Party, name, and complete title of document (i.e. Deft. Johnson's Motion for Dismissal).
Note: Motions, affidavits and memoranda are each considered a separate document.
 - The word "**SEALED**" or "**CONFIDENTIAL**"
- E. Copies **MUST** be together as a separate set in an envelope **addressed to the Judge or Magistrate Judge.**