



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

Edward J. Devitt U.S. Courthouse
and Federal Building
118 South Mill Street
Suite 212
Fergus Falls, MN 56537
(218) 739-5758

INSTRUCTIONS TO APPLY FOR FILING CONVENTIONALLY

(see Section IX. in the Civil Electronic Case Filing Procedures)

1. **Leave of Court Required.** A party must seek leave of the court to file a document conventionally if leave is not already so provided by these procedures.
2. **Leave of Court Not Required.** A party may conventionally file the following without seeking leave of the court.
 - a. Physical Objects.
 - b. Non Graphical/Textual Computer Files (e.g., video tape, audio tape, etc.).
3. **Obtaining Leave to File Conventionally.** To request permission to file conventionally:
 - a. Complete and file an “Application to File Certain Documents Conventionally” which is available on the “Court Forms” page of the court’s web site at www.mnd.uscourts.gov.
 - b. The application must be filed in ECF and approved before the filing due date.
 - c. Please complete the form with a detailed description why you are unable to file the documents electronically.
 - d. The filer must allow 7 days for the assigned magistrate judge to review this request.
 - e. The magistrate judge will issue an order granting or denying the application.