



## Summary of Changes to the Civil ECF Procedures Guide February 2017

The District Court for the District of Minnesota amended its **Civil ECF Procedures Guide**. Provided below is a summary of the changes.

### *Civil ECF Procedures Guide Changes by Section*

#### **Section I: THE ELECTRONIC FILING SYSTEM AND REQUIREMENTS**

##### **Subsection A: In General**

###### **Subpart 3-Habeas Corpus Cases**

This subpart was removed.

###### **Subpart 4-Documents Filed Under Seal**

Language was modified to state:

Documents filed in a case under seal must be filed electronically as directed under [LR 5.6](#). and are governed by [Section VIII. Subpart 3-Summonses](#)

#### **Section II: ELECTRONIC FILING AND SERVICE OF DOCUMENTS**

##### **Subsection A: Filing**

###### **Subpart 2-New Cases (Complaints, Petitions, and Removals)**

Language was added under 2(f) regarding sealed complaints in public cases:

Please note a sealed complaint in a public case must be filed electronically followed by a motion to seal the complaint. Section VIII.

#### **Section III: PRIVACY PROTECTION FOR FILINGS MADE WITH THE COURT**

##### **Subsection D: Filing Unredacted Documents Under Seal**

###### **Subparts 2-5**

Language was deleted regarding conventional filing of sealed documents. Language was modified to state:



The redacted version of the document must be filed in ECF without leave of court in accordance with Section VIII.

## **Section V: HABEAS CORPUS CASES**

This section has been removed.

## **Section VIII: ADMINISTRATIVE RECORDS, GENERALLY**

Language was modified to state that records must be filed electronically:

Records from a judicial or extra-judicial matter held before the initiation of a federal court action must be filed electronically, or may only be filed conventionally with leave of court. See [Section VIII](#).

## **Section IX: CONVENTIONAL FILING OF DOCUMENTS**

### **Subsection A: In General**

#### **Subpart 2-Leave of Court Not Required**

Language regarding sealed documents, unredacted documents and administrative records was removed.

### **Subsection D: Filing Under Seal**

This subsection was replaced with a new section, Section VIII: FILING DOCUMENTS UNDER SEAL.

## **Section XI: EXHIBITS**

### **Subsection D: Attachments**

Language regarding sealed exhibits was added:

Sealed exhibits must be filed separately followed by a redacted exhibit or a statement as to why the exhibit cannot be redacted. See SECTION VIII.



### **Subsection E: CONVENTIONAL FILING**

This subsection has been removed.

## **Section XII: EX PARTE SUBMISSIONS AND IN CAMERA REVIEW**

### **Subsection A: Ex Parte Submissions**

Language regarding conventional filing was deleted. Language was modified to state:

A party who seeks to file a document without giving notice to other parties of record may present the document to the presiding District or Magistrate Judge, on an ex parte basis, by electronically filing an ex parte submission. See the Sealed Civil User's Manual for step-by-step procedures for filing a ex parte submission.

### **Subsection B: Documents Submitted for In Camera Review**

Language regarding conventional filing was deleted. Language was modified to state:

A party who seeks to present a document to a judge for in camera review, whether acting on the party's own initiative or pursuant to a court order, must present the document to the presiding District or Magistrate Judge by electronically filing a document for in camera. See the Sealed Civil User's Manual for step-by-step procedures for filing an in-camera review document.