|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UNITED STATES DISTRICT COURT** | | | | |
|  | **DISTRICT OF MINNESOTA** | | |  |
|  | | | | |
|  | | | PLACEHOLDER FOR  ENTER TITLE OF DOCUMENT   Being filed | |
| *Plaintiff’s Name* | | |  | |
|  | Plaintiff(s) |  | | |
| v. | Case Number: | | | *Case Number* |
| *Defendant’s Name* | | |  | |
|  | Defendant(s) | | |  |
|  | | | | |

**PLEASE USE THIS PLACEHOLDER TO FILE**

**SEALED DOCUMENTS WITH HIGHLY SENSITIVE INFORMATION (HSI)**

**IN BOTH CIVIL AND CRIMINAL CASES**

**INSTRUCTIONS:**

1. FILE - File this placeholder in ECF in place of a sealed document with highly sensitive information (HSI) using the normal ECF event you would use to file a sealed document.
2. PRINT, ATTACH & SEAL- Print the filed placeholder from ECF as well as a copy of the NEF (Notice of Electronic Filing). Attach both documents to the sealed document with HSI. Place inside of an envelope marked “SEALED HIGHLY SENSITIVE DOCUMENT.”
3. DELIVER – Contemporaneously with the filing of the Placeholder Form in ECF, deliver or place in the mail the envelopes to the Clerk’s Office.
4. COURTESY COPIES - Provide two courtesy copies to the presiding judge.