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| **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.