



UNITED STATES DISTRICT COURT
District of Minnesota
Kate M. Fogarty, Clerk

Warren E. Burger Federal
Building and U.S. Courthouse
316 N. Robert Street
Suite 100
St. Paul, MN 55101
(651) 848-1100

Diana E. Murphy 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 United States
Courthouse and Federal Building
118 South Mill Street
212 USPO Building
Fergus Falls, MN 56537
(218) 739-5758

INSTRUCTIONS FOR FILING CONVENTIONALLY
(see the Civil and Criminal Electronic Case Filing Procedures Guide)

The following procedures govern documents filed conventionally (i.e., in paper).

1. IN GENERAL

- **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. (*see* Obtaining Leave to File Conventionally).
- **Leave of Court Not Required.** A party may conventionally file the following without seeking leave of the court:
 - Items that cannot be converted to electronic form (e.g., video tape, audio tape, etc.).
 - Physical objects (e.g., baseball bat, painter's tape).
- **Timeliness.** Documents filed conventionally are due in the Clerk's Office before 4:30 p.m. Central Time on the due date.

2. OBTAINING LEAVE TO FILE CONVENTIONALLY

To request permission to file certain documents conventionally:

- Complete and file an "[Application to File Certain Documents Conventionally](#)."
- The application must be filed in ECF and approved before the filing due date.
- Please complete the form with a detailed description why you are unable to file the documents electronically.
- The filer must allow 7 days for the assigned Magistrate Judge to review this request.
- The Magistrate Judge will issue an order granting or denying the application.

3. FILING CONVENTIONALLY

If leave to file a document conventionally is granted, or if filing items which do not require leave of the court to file conventionally:

- The [conventional filing placeholder](#) must be filed in ECF in place of the document or material being filed conventionally, and is intended to show, in ECF, the existence of the document or material that reside in the Clerk's Office.

EXAMPLE: If filing an exhibit conventionally, file the placeholder as if it is the exhibit – using the "Exhibit" event – but instead of attaching the exhibit, attach the placeholder.

- The NEF and the conventional filing placeholder must be attached to the outside of the envelope of the conventionally filed material.
- The conventionally filed material must be filed with the Clerk's Officer before 4:30 p.m. Central Time on the due date.
- Mail or deliver the COURTESY COPIES (with a copy of the NEF and conventional filing placeholder attached) to the District Judge or Magistrate Judge handling the matter in a separate envelope, following the Courtesy Copies section of these procedures.
- Conventionally filed materials must be served conventionally, with a copy of the NEF by the filer on all parties who are entitled to service. The e-notice of the court's receipt of these documents does not constitute service.
- A Certificate of Service must be filed in ECF for all conventionally filed documents.
- The Clerk will note receipt of the conventionally filed materials on the record.