



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

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

CONVENTIONAL FILING PLACEHOLDER INSTRUCTIONS

(see the Civil and Criminal Electronic Case Filing Procedures Guide)

1. **Leave of Court Required.** A party must seek leave of the court to file conventionally if leave is not already so provided by these procedures.
 - a. Documents submitted (after a case is open) on an electronic storage media device (e.g. CD, thumb drive, etc.) must be preapproved by the District Judge or Magistrate Judge assigned to the case.
2. **Leave of Court Not Required.** A party may conventionally file the following without seeking leave of the court:
 - a. Items that cannot be converted to electronic form (e.g. video tape, audio tape, etc.).
 - b. Physical objects (e.g., baseball bat, painter's tape).
 - c. **Timeliness.** Materials filed conventionally are due in the Clerk's Office before 4:30 p.m. Central Time on the due date.
3. **Filing Conventionally.** If leave to file material(s) conventionally is granted, or if filing materials which do not require leave of the court to file conventionally:
 - a. The conventional filing placeholder (available on the "Court Forms" page of the court's website at www.mnd.uscourts.gov) must be filed in ECF in place of the material(s) being filed conventionally, and is intended to show, in ECF, the existence of materials that reside in the Clerk's Office.

EXAMPLE: if filing an audio file conventionally, file the placeholder as if it is the audio file using the "Exhibit" event - but instead of attaching the audio file, attach the placeholder.
 - b. The Notice of Electronic Filing (NEF) and the conventional filing placeholder must be attached to the outside of the envelope of the conventionally filed material(s).
 - c. Mail or deliver the ORIGINAL to the Clerk's Office. The Clerk will note receipt of the conventionally filed original materials on the record.
 - d. Also, mail COURTESY COPIES (with a copy of the NEF and conventional filing placeholder attached) pursuant to the Courtesy Copies section of the Electronic Case Filing Procedures Guide for the District or Magistrate Judge handling the matter in a separate envelope.

- e. 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
- f. A Certificate of Service must be filed in ECF for all conventionally filed materials.