



# 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

### INSTRUCTIONS TO APPLY FOR FILING CONVENTIONALLY

(see Section IX. in the Civil Electronic Case Filing Procedures)

1. **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.
2. **Leave of Court Not Required.** A party may conventionally file the following without seeking leave of the court.
  - a. Physical Objects.
  - b. Non Graphical/Textual Computer Files (e.g., video tape, audio tape, etc.).
3. **Obtaining Leave to File Conventionally.** To request permission to file conventionally:
  - a. Complete and file an “Application to File Certain Documents Conventionally” which is available on the “Court Forms” page of the court’s web site at [www.mnd.uscourts.gov](http://www.mnd.uscourts.gov).
  - b. The application must be filed in ECF and approved before the filing due date.
  - c. Please complete the form with a detailed description why you are unable to file the documents electronically.
  - d. The filer must allow 7 days for the assigned magistrate judge to review this request.
  - e. The magistrate judge will issue an order granting or denying the application.