
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.