

STATE OF MINNESOTA

IN DISTRICT COURT

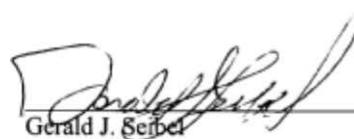
EIGHTH JUDICIAL DISTRICT

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ADMINISTRATIVE POLICY 5

PROCEDURES FOR CASES VENUED IN COUNTIES OTHER THAN JUDGES
CHAMBERED COUNTY
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The attached procedures are adopted by the Eighth Judicial District for cases venued in counties other than the assigned judge's chambered county.

Dated: June 18, 2002


Gerald J. Seibel
Chief Judge
Eighth Judicial District

PROCEDURES FOR CASES VENUED IN COUNTIES OTHER THAN JUDGE'S CHAMBERED COUNTY

1. The county of venue may forward the file for review or contact the chambered county for court dates on files requiring immediate action.
2. All original documents should be filed with the county of venue. Attorneys may provide copies to the judge in the chambered county.
3. If attorneys do not provide copies to the assigned judge, the county of venue should be certain the entire file with filed papers is provided to the assigned judge to review prior to the scheduled hearing.
4. The county of venue is to be contacted for all scheduling matters. The county of venue will contact the chambered county to arrange for court dates with the chambered judge. The chambered county will refer attorneys back to the county of venue for all scheduling matters.
5. The county of venue will distribute scheduling notices to all parties.
6. Note: If a scheduling order has been issued by the assigned judge, the judge must approve any changes to the current order. Attorneys must make a motion or a written request to the court for changes contrary to a scheduling order.
7. Should scheduling changes be made by the attorneys through the judge, the judge may ask the chambered county to assist with the preparation of orders. The chambered county will provide all changes to the county of venue. The county of venue will distribute the order to all parties. In some instances, the judge may request notices be sent rather than a revised scheduling order. In these cases, the county of venue will generate notices and again distribute to all parties.
8. The county of venue is responsible for sending the file to the proper county so the file arrives prior to the scheduled court date. Note – this may not necessarily be held in the judge's chambered county.
9. The county of venue will be responsible for sending out all orders from the judge to all participants.
10. If hearings are held in another county, the county where the hearing is held should fax the court minutes immediately after the hearing to the county of venue.

11. If orders are faxed to the county of venue, the chambered county will send the original signed order out in the same day's mail (along with the file, if applicable) to the county of venue for their file. If an emergency exists, the judge may request the chambered county to send out the order, in which case the chambered county will provide the specific details of work accomplished to the county of venue.
12. Judgments and notification to all parties will be completed by the county of venue.
13. Transcripts will be prepared by the county of venue or the court reporter.