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State of Minnesota

District Court

Fifth Judicial District

Administrative Order No. 17, 2nd Series

Date of Implementation: June 8, 2011

In Re: File Transfer Process for when Judge Assigned a Case from a Non-chambered County

WHEREAS, Judges are assigned cases from non-chambered counties due to recusals, removals, and upon assignment by the Chief Judge;

WHEREAS, the original case file is normally stored and processed in the county where the case is venued;

WHEREAS, there are times when it may be beneficial for the judge to have the physical file located in his/her chambered county;

WHEREAS, utilizing the capabilities of MNCIS, all case processing (with the exception of financial transactions) can be processed by court administration staff in any county location (if appropriate user rights have been granted);

IT IS HEREBY ORDERED:

1. When a judge is assigned a case from a non-chambered county, he/she will make a determination as to whether the physical case file should remain and be processed in the county of venue or if it should be held and processed in the county where the judge is chambered;
2. If the physical case file is to be transferred to the assigned judge's chambered county, the judge shall issue an Order notifying the parties where the papers should be filed;
3. All fees shall be paid in the county of venue;
4. All financial transactions will be handled in the county of venue;

Date: *June 8, 2011*



The Honorable Douglas L. Richards
Chief Judge
Fifth Judicial District