

STATE OF MINNESOTA
COUNTY OF HENNEPIN

FILED
JAN 24 2012

DIST. COURT ADMINISTRATOR

FOURTH JUDICIAL COURT
PROBATE/MENTAL HEALTH DIVISION

**RE: CHANGE OF VENUES AND
AVAILABILITY OF MINUTE SHEETS
FROM THE PROBATE/MENTAL
HEALTH DIVISION**

1. The Fourth Judicial District Court- Probate/Mental Health Division routinely uses documents referred to as "Minute Sheets." The Minute Sheets record judicial officer notes for certain case types, mainly in the Probate area. Minute Sheets are judicial work product of the Fourth Judicial District Court- Probate/Mental Health Bench.

2. The Probate/Mental Health Division has used document imaging since 2001. As part of its general practices, Minute Sheets have been entered in the statewide case management system, MNCIS, and imaged as Confidential Documents.

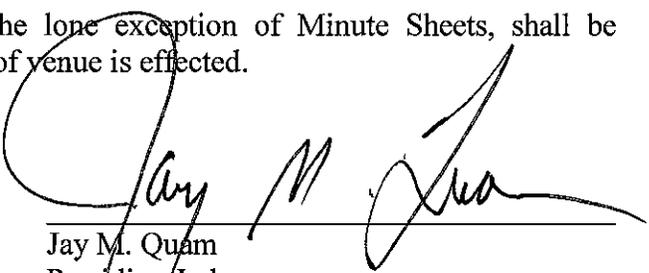
3. Statewide and local practices suggest that all documents filed in a particular case should be sent to the District Court to which venue has been changed, including confidential documents. This creates a question as to whether Minute Sheets should be transferred to the District Court to which venue has been changed.

4. To clarify this matter, the Probate/Mental Health Bench concludes that the judicial work products of its judicial officers should remain with this Court and/or the judicial officers who created them.

BASED ON THE ABOVE, IT IS HEREBY ORDERED:

1. The Court Administrator for the Probate/Mental Health Division or designee is directed to remove all paper copies of Minute Sheets from the physical file before forwarding the physical file to the District Court to which the venue has been ordered;
2. The Court Administrator for the Probate/Mental Health Division or designee is directed to obsolete all images of Minute Sheets from both MNCIS and Application Xtender (AX) before terminating jurisdiction and notifying the District Court to which the venue has been ordered of the change of venue; and
3. No other documents or filings, with the lone exception of Minute Sheets, shall be removed or obsoleted before the change of venue is effected.

Dated this 24TH day of JAN, 2012.


Jay M. Quam
Presiding Judge
Probate/Mental Health Division