



**MINNESOTA
JUDICIAL
BRANCH**

ADMINISTRATIVE ORDER

From the Office of:
Jeff Shorba
State Court Administrator

SCA-AO-21-3

**AMENDED ORDER REGARDING
ACCEPTANCE OF FILINGS AND FEES**

As authorized by the Order Expanding In-Person Court Proceedings, ADM20-8001 (Minn. filed May 25, 2021), paragraph 16:

State Court Administrative Order Regarding Acceptance of Filings and Fees, dated April 10, 2020, is amended as follows:

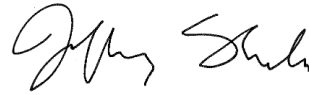
1. When district or appellate court staff receive authorized filings through means other than the electronic case filing systems, by U.S. mail, or in person at a public service counter at a court administrator's office, i.e., by facsimile (fax) in district court, email or drop box, they shall accept the filings and make reasonable efforts to contact the filer and make arrangements for any required payments. In those limited circumstances, court staff are authorized to accept payment through any reasonable means such as taking a credit or debit card payment over the phone, or directing a filer to send in a check by U.S. mail or leave in a drop box (if available), or in person at a public service counter at the court administrator's off (if available). If filing by fax under Minn. R. Civ. P. 5.05, and payment is not received within 7 days after the court has received the transmission, follow Rule 5.05. If filing is by email or drop box and payment is not received within seven days from the date court administration first processed the filing, the filing shall be deemed rejected and staff shall document the rejection in

the court record.

2. In all other respects, court staff shall follow existing finance and accounting procedures.

3. This order is in effect until further direction by the State Court Administrator or order of the Supreme Court.

DATED August 25, 2021



Jeff Shorba
State Court Administrator

OFFICE OF
STATE COURT ADMINISTRATOR
FILED August 25, 2021
JEFFREY SHORBA