

**ADMINISTRATIVE ORDER #4, 2<sup>nd</sup> SERIES**

**State of Minnesota**

**District Court**

**Fifth Judicial District**

**Administrative Order No. 4, 2<sup>nd</sup> Series  
Date of Implementation: March 26, 2008**

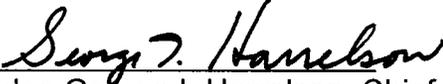
In Re: Order Concerning the Removal of Case Files from the Office of the Court Administrator and the Taking of Minutes by Court Administrator

**IT IS HEREBY ORDERED:**

1. Removal of Case Files from the Office of the Court Administrator.
  - 1.1 Court files shall not be released from the custody of the Court Administrator of the county of venue, except to a Judge of the District or upon Order or the Judge. Court files shall be returned to the county of venue as soon as possible.
  
2. Taking of Minutes by Court Administrators.
  - 2.1 The Court Administrators or Deputy Court Administrators shall be responsible for taking minutes in all court hearings held within their respective counties, with the exception of pre-trial conferences, which will not be taken unless requested by the presiding judge.
  
  - 2.2 Entries will include such notations as follows:
    - 2.2.1 Date and time of opening of court.
    - 2.2.2 Name of the Presiding Judge, Court Reporter and Deputy Court Administrator taking minutes.
    - 2.2.3 Title of the case and case number.
    - 2.2.4 Names of the prosecuting and defense attorneys.
    - 2.2.5 Notation as to whether parties to the action are present in court.
    - 2.2.6 Setting of bail and bail amounts.
    - 2.2.7 Forfeiture of bail.
    - 2.2.8 Pleas taken
    - 2.2.9 Notation of opening and closing statements.
    - 2.2.10 Names of witnesses called and sworn and on whose behalf they testify.
    - 2.2.11 Names of jurors drawn and sworn to try the case.
    - 2.2.12 List of exhibits offered and whether or not they were received.

- 2.2.13 Motions made and whether or not they were granted.
  - 2.2.14 Hour when jurors retire to deliberate.
  - 2.2.15 Hour when verdict is received
  - 2.2.16 Whether the jury requested further instructions.
  - 2.2.17 Full verdict of the case.
  - 2.2.18 Date briefs, memos, proposed orders, etc., are due by and which party is responsible for preparing them.
  - 2.2.19 If the matter is taken under advisement.
  - 2.2.20 Next court appearance, when appropriate.
- 2.3 After completion of a hearing held by the Court in a county other than the one in which the matter is venued, the Court Administrator wherein the matter is heard shall forthwith transmit the minutes of such hearing to the Court Administrator of the county where the action is venued for filing therein. A copy of the minutes shall be filed in which the hearing was held.

Date: March 26, 2008

  
Judge George I. Harrelson, Chief Judge  
Fifth Judicial District  
LE:am Admin Ord #4.1-07-08

Source: This order is adopted from Amended Administrative Order #6, originally issued on December 17, 1991.