

**ADMINISTRATIVE ORDER #11, 2<sup>nd</sup> SERIES**

**State of Minnesota**

**District Court**

**Fifth Judicial District**

**Date of Implementation: March 26, 2008**

**Revised: March 22, 2018**

**In Re: Requests for Services Other Than Counsel Pursuant to Minn. Stat. §611.21**

1. All requests for funds over \$1,000.00 shall be filed with the court administrator's office in the county in which the case is filed.
2. Within 48 hours of receiving the request, the responsible court administrator's office shall place the request in the appropriate folder in the Chief Judge's H Drive and send the Chief Judge an email notifying him/her of the filing. The responsible court administrator's office shall notify the assigned judge of the filing.
3. The responsible court administrator's office shall pend the matter for review for 14 days and will check on the status of the request with the Chief Judge if no order has been issued during that time period.
4. The Chief Judge, upon receipt of the request, will contact the assigned judge to discuss pertinent issues associated with the request.
5. The Chief Judge will review the request and issue an order. The Chief Judge may delegate any request to any active district court judge in the Fifth Judicial District. The Chief Judge will delegate all requests to the Assistant Chief Judge if the Chief Judge is the assigned judge on the underlying file. If such delegation occurs, the Chief Judge shall inform the responsible court administrator's office and the assigned judge.
6. When the order is issued, the responsible court administrator's office shall notify the assigned judge of the order.

Date: March 22, 2018

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Judge Michelle Dietrich, Chief Judge  
Fifth Judicial District

Source: This order is adopted from Administrative order #11, originally issued on March 26, 2008 and amended on March 22, 2018 to establish a protocol for submitting requests to the Chief Judge.