
**STANDING ORDER DIRECTING PARTIES TO USE THE MINNESOTA DIGITAL
EXHIBIT SYSTEM IN FOURTH DISTRICT CONCILIATION COURT CASES**

WHEREAS, in November 2021, the Minnesota Supreme Court established a pilot program for the Minnesota Digital Exhibit System (MNDES) in response to the increased volume of remote court proceedings and the submission of digital exhibits in district court cases.

WHEREAS, MNDES is an electronic system for submitting and processing exhibits that provides a reliable and flexible tool for submitting, sharing, tracking, presenting, and storing exhibits.

WHEREAS, the Minnesota Supreme Court issued an [Order](#) on August 30, 2024, requiring parties and attorneys to use MNDES for the submission of all electronic (digital) exhibits, including documents, photographs, audio files, and video files, for all district court cases statewide, unless the presiding judge permits an alternative submission method. This requirement takes effect on January 1, 2025.

WHEREAS, the Supreme Court's Order requires court staff to use MNDES to track all hearing exhibit submissions and to provide the exhibits that are part of the case record on appeal for all district court cases statewide.

NOW THEREFORE:

IT IS HEREBY ORDERED

1. Use of MNDES is mandatory for all counsel and self-represented litigants in Fourth Judicial District Conciliation Court cases.
2. All proposed exhibits (documents, images, audio, or visual media) must be uploaded to MNDES no later than seven (7) days in advance of a scheduled hearing. Information regarding registration and how to use MNDES is available at www.mncourts.gov/mndes.
3. At least seven (7) days prior to the scheduled hearing date in a conciliation case, the same exhibits provided to the court must be sent to the opposing party.
4. Counsel or a party required by this Order to use MNDES for exhibits at a hearing may request to be excused from MNDES by filing a motion with the court. The Presiding Judge of the Civil Division, as designee of the Chief Judge of the Fourth Judicial District, may grant the request for good cause shown. If an opt-out request is granted, the court will arrange for court personnel to upload the exhibits into MNDES or for such other accommodation as the court deems appropriate.

5. Detailed requirements for submitting exhibits for a conciliation court hearing are contained in the Conciliation Court Summons issued by the court.

Dated:

BY THE COURT:

Christian M. Sande, Presiding Judge
Fourth Judicial District Civil Division