

In re:

Exhibit Requirements and Mandatory Use of the  
Minnesota Digital Exhibit System in Conciliation  
Cases

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

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**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 pilot program demonstrated that MNDES streamlines exhibit management in the district court and provides appellate courts with ready access to exhibits in cases that are appealed.

**WHEREAS**, the Minnesota Supreme Court issued an Order on [October 5, 2022](#), addressing the expansion of the MNDES pilot to all judicial districts, and establishing guidelines for the use of MNDES in criminal and civil proceedings by parties, litigants, jurors, or other participants officially affiliated with a case in district court or on appeal.

**WHEREAS**, the Supreme Court's Order states that MNDES is not required to be used in a district court case unless ordered by a presiding judge.

NOW THEREFORE:

**IT IS HEREBY ORDERED**

1. Use of MNDES is mandatory for all counsel and self-represented litigants beginning September 3, 2024, 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](http://www.mncourts.gov/mndes).
3. Prior to a hearing in a Conciliation case, the same exhibits provided to the court must be sent to the opposing parties at least seven (7) days prior to the scheduled hearing date.
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 make arrangements for court personnel to upload all exhibits into MNDES or for such other accommodation as the court deems appropriate.
5. All requirements for submitting exhibits for a conciliation court hearing are contained in the Conciliation Court Summons issued by the court.

BY THE COURT:

Dated: August 21, 2024

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