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STATE OF MINNESOTA

2014 MAR -3 PM 1:34

DISTRICT COURT

COUNTY OF HENNEPIN

BY ~~MINN CO DISTRICT~~ DEPUTY
COURT ADMINISTRATOR FOURTH JUDICIAL DISTRICT

In re: Applications for Payment of Services under Minn. Stat. § 611.21

ORDER

Whereas, under Minn. Stat. § 611.21 (2012), counsel appointed by the Court for an indigent defendant, or representing a defendant who, at the outset of the prosecution, has an annual income not greater than 125 percent of the poverty line established under United States Code, title 42, section 9902(2), may file an *ex parte* application requesting investigative, expert, or other services necessary to an adequate defense in the case; and

Whereas, such an *ex parte* application and all documents related to the application must be filed under seal to ensure that only the applicant and the Court have access to the contents of the § 611.21 proceeding.

Now Therefore,

IT IS ORDERED

1. All *ex parte* applications pursuant to Minn. Stat. 611.21, and all documents related to the proceedings, shall be filed under seal.
2. The party applying for payment of services under Minn. Stat. § 611.21 shall either eFile or manually file the following documents with the security level of "SEALED":
 - a. *Application for Services Other Than Counsel 611.21*
 - b. *Affidavit Supporting Application for Services 611.21*
3. Should the Court authorize payment for services, the Court shall eFile an Order for Payment with the security level of "SEALED."
4. If the Court grants an Order for Payment, then, upon completion of services rendered, the applying party shall eFile or manually file the following documents with the security level of "SEALED":
 - a. *Fee Claim/Petition*
 - b. *Affidavit-Other*
5. The supporting affidavit for the fee claim/petition must specify:
 - a. The service provider's name
 - b. Services rendered, including a breakdown of time expended
 - c. Any additional expenses incurred on behalf of the defendant

- d. Any compensation previously received for the same case or for the same services from any other source
 - e. The service provider's Tax ID or Social Security number
6. Court administration shall eFile all request for payment memos to the Hennepin County Administrator with the security level of "SEALED."



Dated: March 3, 2014

Peter A. Cahill
Chief Judge of District Court