

STATE OF MINNESOTA

IN DISTRICT COURT

THIRD JUDICIAL DISTRICT

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**ADMINISTRATIVE ORDER**

In Re: CD/DVD & Other Non-Conforming Document Filings

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WHEREAS, all courts in the Third Judicial District are in the process of transitioning to electronic filing of all case types by July 1, 2016; and

WHEREAS, all courts in the Third Judicial District are transitioning to the elimination of paper files in all case types and will no longer have paper files in which to store filed documents or non-conforming documents such as audio and video recordings, CD/DVDs, large maps or blueprints, photographs not able to be electronically filed with sufficient quality, etc.; and

WHEREAS, Judicial Officers in the Third Judicial District have expressed the need to be able to review non-conforming documents and submissions in advance of hearings; and

WHEREAS, it is not possible to convert some filed documents to an electronic format that complies with the requirements of General Rule of Practice 14.03(g);

NOW, THEREFORE, IT IS HEREBY ORDERED, effective with the date of this Order, that:

All non-conforming documents that cannot be converted to an electronic format as described in the Minnesota District Court Registered User Guide for Electronic Filing be accepted by Court Administration, stored in the Court Administrator's exhibit room, and made available for Judicial review. The location of such non-conforming documents will be noted in MNCIS on the register of actions with a non-docketable event, such as Note to File (NTF).

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Jeffrey D. Thompson, Chief Judge