

UNITED STATES DISTRICT COURT  
DISTRICT OF MINNESOTA

IN RE: UPDATED GUIDANCE TO COURT OPERATIONS  
UNDER THE EXIGENT CIRCUMSTANCES CREATED BY  
COVID-19

GENERAL ORDER  
No. 3

WHEREAS on March 13, 2020 and March 17, 2020, the Court issued General Orders re: Court Operations Under the Exigent Circumstances Created by COVID-19.

WHEREAS the Court continues to follow the guidance from federal and state authorities, which advises that all organizations implement measures intended to slow the spread of COVID-19.

NOW THEREFORE, to implement additional measures intended to protect Court personnel, the bar, and the public, and slow the spread of COVID-19, IT IS **HEREBY ORDERED**, that:

1. The Continuity of Operations (COOP) Plan for the United States District Court for the District of Minnesota is hereby activated, effective March 23, 2020, through and including April 27, 2020. The COOP Plan may be extended or inactivated as necessary. The activation of the COOP Plan is necessary to ensure the continuous performance of essential functions and operations of the Court.
2. The Clerk's Office intake desks will no longer accept cash payments. Persons needing to make payment may do so by check, money order, or debit/credit card (where applicable).
3. The requirement that the filing party must provide courtesy copies to the judge hearing the motion, as required in section I.E. of the Civil and Criminal ECF Guides, is suspended until this order is vacated.
4. Any requirement of the U.S. Marshals Service to effect personal service of process under Federal Rule of Civil Procedure 4(c)(3) or 28 U.S.C. § 1915(d) is suspended until further notice. This order does not apply to waivers of

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KATE M. FOGARTY

JUDGMENT ENTD  
DEPUTY CLERK [Signature]

service under Federal Rule of Civil Procedure 4(d) or service by electronic means. In any case in which the U.S. Marshals Service has been ordered to serve process, the time for service under Federal Rule of Civil Procedure 4(m) will be tolled until this order has been vacated.

5. Exceptions to this order may be approved by the Chief Judge if special circumstances so require.
6. The General Orders entered by this Court on March 13, 2020 and March 17, 2020 remain in effect, except for the changes addressed in this Order.
7. The Court will vacate or amend this order no later than April 27, 2020.

Dated in Minneapolis, Minnesota, March 23, 2020, at 1:20 p.m.



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John R. Tunheim,  
Chief United States District Judge