

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. 4

WHEREAS on March 13, 2020, March 17, 2020, and March 23, 2020, the Court issued General Orders re: Court Operations Under the Exigent Circumstances Created by COVID-19.

WHEREAS the Governor for the State of Minnesota has issued Emergency Executive Order 20-20, Directing Minnesotans to Stay at Home, in order to reduce the spread of COVID-19, commencing at 11:59 p.m. on March 27, 2020.

WHEREAS the Emergency Executive Order 20-20, Directing Minnesotans to Stay at Home, does not limit, prohibit, or restrict in any way the operations of the federal government, or the movement of federal officials in Minnesota while acting in their official capacity, including federal judicial staff and personnel.

NOW THEREFORE, in order to encourage public compliance with Emergency Executive Order 20-20, Directing Minnesotans to Stay at Home, and provide additional protections for Court personnel and the public, **IT IS HEREBY ORDERED**, that:

1. Concerning the District Court Clerk's Office:
 - a. The Clerk's Office remains open to assist attorneys and the public by telephone, email, and online chat from 8:00 a.m.-4:30 p.m., Monday-Friday.
 - b. The Clerk's Office intake desks in Minneapolis, St. Paul, Duluth, and Fergus Falls are closed to the public.
 - c. The Clerk's Office will continue to accept electronic filings in civil and criminal cases through electronic case filing system (CM/ECF) and online payments through www.pay.gov.

FILED 3/26/20
KATE M. FOGARTY

JUDGMENT ENTD
DEPUTY CLERK AKA

- d. The Clerk's Office will continue to accept filings and payments by check and money order through the U.S. Mail. Effective immediately, handling of all mail will be centralized at the Minneapolis courthouse; the U.S. Postal Service will be asked to redirect mail from the St. Paul, Duluth, and Fergus Falls courthouses to the Minneapolis courthouse where it will be screened, processed, and delivered to the appropriate recipient as soon as possible.

Mail to the District Court should be directed to:

Diana E. Murphy U.S. Courthouse
300 South Fourth Street, Suite 202
Minneapolis, MN 55415

- e. Members of the public may submit paper documents or payments by check or money order in locked drop boxes at the courthouses in Minneapolis, St. Paul, and Duluth. The drop boxes are located at:

Minneapolis: In the lobby, on the counters located between the security screening station and the elevators.

St. Paul: In the lobby immediately outside of the Clerk's Office.

Duluth: On the 4th floor, immediately outside of the Clerk's Office.

- f. To reach the Clerk's Office:

Main line: 612-664-5000
Electronic Case Filing (ECF) Helpdesk: 866-325-4975 or 612-664-5155
Electronic Case Filing (ECF) Helpdesk email:
ecfhelpdesk@mnd.uscourts.gov
Online chat: www.mnd.uscourts.gov

2. The General Orders entered by this Court on March 13, 2020, March 17, 2020, and March 23, 2020, remain in effect, except for the changes addressed in this Order.

3. This order takes effect on March 30, 2020, at 8:00 a.m., until further order of the Court.

Dated in Minneapolis, Minnesota, March 26, 2020, at 12:00 p.m.

A handwritten signature in black ink, reading "John R. Tunheim", is written over a horizontal line.

John R. Tunheim,
Chief United States District Judge