

STATE OF MINNESOTA
IN SUPREME COURT
ADM 10-8011

FILED

March 19, 2015

**OFFICE OF
APPELLATE COURTS**

**STANDING ORDER REGARDING PROCESS FOR ELECTRONIC
TRANSMISSION OF DISTRICT COURT RECORD TO CLERK
OF APPELLATE COURTS**

As part of the judicial branch's eCourtMN initiative, court staff implemented an automatic indexing process that provides a convenient and consistent method for users of the record to identify individual documents in the electronic record transmitted to the Clerk of the Appellate Courts pursuant to Minn. R. Civ. App. P. 111.01. This indexing process has been implemented, however, only for documents filed in the district courts on or after June 27, 2014. In order to implement the same process retroactively for documents filed in the district court before June 27, 2014 that are transmitted as part of the electronic record on appeal, an order is needed to ensure that the automatic indexing process is applied consistently in all appeals for which a district court record is transmitted.

IT IS HEREBY ORDERED that effective April 1, 2015, in all appeals pending on or commenced after that date, district court administrators that receive from the Clerk of Appellate Courts a Notice of Case Filing, or notice that a Petition for Review has been filed with the supreme court, shall apply the process set out in Court Administration Process 111.20: Sending an Appeal to Appellate Court to verify that all case events with images have been assigned an Appellate Document Index Number. The indexing process

shall be applied within 10 calendar days of the date of the Clerk of Appellate Court's Notice of Case Filing or the filing date of the Petition for Review. The Clerk of Appellate Courts shall distribute this order to all District Court Administrators, and shall post this order on the Clerk's office website.

IT IS FURTHER ORDERED that unless extended by order of this court, this order and its requirements will expire automatically on December 31, 2016.

Dated: March 19, 2015

BY THE COURT

A handwritten signature in black ink, appearing to read "Lorie S. Gildea". The signature is written in a cursive style with a large initial "L".

Lorie S. Gildea
Chief Justice