MINNESOTA
JUDICIAL
BRANCH

ADMINISTRATIVE ORDER

From the Office of:
Jeff Shorba
State Court Administrator

As authorized by the *Order Continuing Operations of the Minnesota Judicial Branch Under Emergency Executive Order No. 20-33*, No. ADM20-8001 (Minn. filed April 9, 2020), paragraph 13:

1. When district or appellate court staff receive authorized filings through means other than the electronic case filing systems or by U.S. mail, they shall accept the filings and make reasonable efforts to contact the filer and make arrangements for any required payments. Court staff are authorized to accept payment through any reasonable means that are consistent with social distancing guidelines, such as taking a credit or debit card payment over the phone or directing a filer to send in a check by U.S. mail or to a dropbox (if available). If payment is not received within seven days from the date court administration first process the filing, the filing shall be deemed rejected and staff shall document the rejection in the court record.

2. In all other respects, court staff shall follow existing finance and accounting procedures.

3. This procedure will continue until otherwise directed by the State Court Administrator or the Chief Justice.

DATED April 10, 2020

Jeff Shorba
State Court Administrator

OFFICE OF
STATE COURT ADMINISTRATOR
FILED April 10, 2020
JEFFREY SHORBA