

**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NORTH DAKOTA**

IN THE MATTER OF DISPOSAL OF  
PAPER DOCUMENTS SCANNED AND  
FILED IN DISTRICT'S CM/ECF SYSTEM

**STANDING ORDER**

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In accordance with the authority delegated by the Judicial Conference of the United States Courts, the Clerk of Court is directed to dispose of all paper records scanned and filed into the Case Management/Electronic Case File (CM/ECF) system after such time as the Clerk has verified that the electronic record is accurate and complete. The Clerk of Court must retain documents containing original signatures of criminal Defendants for six (6) years prior to disposal. Documents held for this six (6) year retention period may be used solely for quality control purposes. The electronic record of original criminal Defendant signatures constitutes the official record of the Court for disposition and archiving.

Dated this 3rd day of April, 2008.

/s/ Daniel L. Hovland  
Daniel L. Hovland, Chief Judge  
United States District Court

/s/ Ralph R. Erickson  
Ralph R. Erickson, District Judge  
United States District Court