



UNITED STATES DISTRICT COURT

District of Minnesota

Richard D. Sletten, Clerk
Lisa D. Rosenthal, Chief Deputy Clerk

Warren E. Burger Federal
Building and U.S. Courthouse
316 North Robert Street
Suite 100
St. Paul, MN 55101
(651) 848-1100

U.S. Courthouse
300 South Fourth Street
Suite 202
Minneapolis, MN 55415
(612) 664-5000

Gerald W. Heaney Federal Building
and U.S. Courthouse and Customhouse
515 West First Street
Suite 417
Duluth, MN 55802
(218) 529-3500

U.S. Courthouse
118 South Mill Street
Suite 212
Fergus Falls, MN 56537
(218) 739-5758

October 22, 2012

Jill Clark
Jill Clark, LLC
2005 Aquila Avenue North
Golden Valley, MN 55427

Dear Ms. Clark:

I received your letter dated October 18, 2012. In your letter you ask me to grant your request for a 30-day leave of absence. As Clerk, I am the proper person to submit accommodation requests related to gaining access to courthouses or to gain access to court proceedings and services. I cannot, however, grant an attorney's leave of absence from a case.

Each judge controls his or her calendar and decides how each case will be managed. Any request by an attorney for a leave of absence must be presented to the applicable presiding judge. As you have been informed previously by staff, you may move for a continuance in each case under Local Rule 6.1. You may also request to withdraw from the case in accordance with Local Rule 83.7.

Sincerely,

A handwritten signature in black ink that reads "Richard D. Sletten".

Richard D. Sletten
Clerk of Court