TENTH JUDICIAL DISTRICT OF COLORADO
ADMINISTRATIVE ORDER 07- 18

SUBJECT: Mandatory Electronic Filing for District Court Civil (CV) and Domestic Relations (DR) Cases

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To: To All Interested Parties Filing in Pueblo Combined Courts, District Attorney and Department of Human Services

From: Dennis Maes, Chief Judge **Date:** December 11, 2007

Effective *January 1, 2008* all new cases and pleadings filed in District Court Civil (CV) and Domestic Relations (DR) cases, including all post-decree matters, shall be subject to mandatory electronic filing using LexisNexis File and Serve or any service provider subsequently approved by the Colorado Supreme Court. A paper file will not be initiated or maintained on all new cases filed on or after January 1, 2008.

In cases filed prior to January 1, 2008 all subsequent documents filed on and after January 1, 2008 shall be filed electronically. A complete paper file will be maintained on all cases filed prior to January 1, 2008.

Documents shall be electronically filed and served in accordance with CRCP 121 and Chief Justice Directive 05-02. Documents with electronic signatures must indicate which original attorney signature is on file and verified as the attorney responsible for the document. Printed copies of electronically filed documents shall not be filed with the court.

All documents relating to a single pleading or document shall be filed electronically as separate documents but as a single transaction. For example: a motion shall be filed as a main document while exhibits and other related documents shall be filed as supporting documents within the same transaction. All proposed orders shall be submitted in the same transaction but as a separate document and shall be electronically filed in Word or WordPerfect format (not scanned). All returns of service shall be filed electronically.

Parties not represented by counsel may file documents in paper format. Court staff shall scan and upload documents into LexisNexis. Because *pro se* litigants do not have access to electronic filing, no additional fees shall be charged to *pro se* litigants for scanning and uploading. Counsel shall transmit documents to *pro se* litigants or shall personally serve such parties as required by the Colorado Rules of Civil Procedure.

All judicial rulings, opinions, orders and other written communications from the Court shall be electronically filed and served upon counsel and *pro se* parties.

<u>Filing requirements specific to Domestic Relations (DR):</u>

A. All documents requiring verification of the signatures of both parties and/or counsel shall be electronically filed with scanned signatures. The statement "original signature on file" is not acceptable.

B. A Guardian *ad Litem* is considered counsel of record and subject to mandatory electronic filing. Special advocates and mediators shall not electronically file their documents, even if they are licensed attorneys, due to the sensitive nature of their reports. All such documents shall be filed in paper format after the filing party has dispersed the documents to all appropriate parties. Court staff will scan and upload such documents and seal them.

Additional information regarding electronic filing and training may be obtained from the current service provider at http://www.lexisnexis.com/fileandserve. For technical assistance and customer service contact LexisNexis at (888) 529-7587.

Dennis Maes
Chief Judge