

Chief Judge, Twelfth Judicial District

**ORDER: MANDATORY
E-FILING
DOMESTIC RELATIONS
CASES**



**CHIEF JUDGE
ADMINISTRATIVE ORDER
2007-03**

The following guidelines shall apply to all DOMESTIC RELATIONS cases filed in the Twelfth Judicial District effective January 1, 2008. The guidelines already apply to all district court civil cases filed in Twelfth Judicial District Courts effective September 1, 2004, and to probate and water cases filed after January 15, 2005. After January 1, 2008, the Clerks of the six counties in this district will only accept domestic relations (DR) pleadings filed electronically. All counsel shall electronically file all pleadings, motions, briefs, exhibits and other documents using LexisNexis File & Serve (LNFS). This electronic filing requirement also applies to any new pleadings filed after January 1, 2008, in cases filed prior to January 1, 2008.

Filing Requirements:

All counsel should refer to C.R.C.P. Rule 121 section 1-26 for the complete electronic filing requirements. The rule outlines how pleadings shall be electronically filed and served, and how original documents are maintained by counsel.

Please review and comply with the *Colorado E-File Best Business Practices and Special Instructions for Electronic Filing and Service* available through the Resource Center on the LexisNexis File & Serve website.

All documents relating to a single pleading or paper may be filed electronically as a single transaction, but as separate documents within the transaction. For example, motions, exhibits and related affidavits may be filed under a single transaction.

All proposed orders shall be submitted as a separate document from the pleading that it relates to. These two documents can be filed within the same transaction. All proposed orders shall be submitted in Word or Word Perfect format (not scanned). All returns of service shall be electronically filed with the court.

All judicial rulings, opinions, orders and other communications from the court shall be electronically transmitted to counsel via LexisNexis File and Serve. LexisNexis File and Serve will mail these communications to pro se parties or the court may direct that opposing counsel mail the communications to opposing pro se parties.

Pro Se Parties:

Parties who are not represented by an attorney shall continue to file documents in the traditional paper format, and the Clerk of Court shall scan and upload certain paper filed documents to LexisNexis File and Serve. Pro se parties shall be responsible for serving filed documents on opposing parties and/or counsel.

Counsel shall transmit documents to pro se parties or personally serve the parties as required by the Colorado Rules of Civil Procedure.

Presumptive Process for Electronic Filing of Exhibits

Unless otherwise provided by pretrial order, parties are expected to confer regarding stipulations for admissibility of exhibits.

Exhibits for Parties with an Attorney

At least seven days prior to hearing or trial each party shall submit all of their proposed exhibits to LNFS.

- The exhibits shall be pre-marked; Petitioner shall use numbers and Respondent shall use letters.

- The exhibits shall be filed as ONE TRANSACTION, if possible, titled *Petitioner's* or *Respondent's Proposed Exhibits*. If there are too many exhibits to fit within one transaction on LNFS, the exhibits may be filed in sequentially numbered groups titled in the following example format: *Proposed Exhibits—Group 1—Exhibits 1 – 50, Group 2—Exhibits 51-99*.

- Each exhibit shall be a separate item within the transaction. In other words, although there will be one PDF file per exhibit; there may be many PDF files within the transaction.

- The format for naming each exhibit in LNFS is *Petitioner's or Respondent's Exhibit 1*.

- Exhibits that are color photographs should be uploaded in color. The court may not admit exhibits that are black and white scanned copies of color photographs unless such exhibits are clear.

- For large demonstrative exhibits, an image of the exhibit shall be tendered. Audio or video exhibits should be addressed at pretrial but provision for uploading of the exhibit should be anticipated.

- There are exhibits such as negotiable instruments where the original paper document may need to be tendered to the court and parties should anticipate those exceptional circumstances.

In appropriate cases, the court may require each party to provide the court with a CD or thumb drive containing their exhibits. This may be addressed at a status hearing prior to the trial.

Finally, on the date of the hearing or trial, each party shall provide both the court and opposing counsel with a notebook containing paper copies of the proposed exhibits.

Exhibits for Parties that are Pro Se

Provision for tender and uploading of exhibits from pro se parties will be addressed at pretrial.

Additional Information:

The LexisNexis File & Serve web site, www.fileandserve.lexisnexis.com, provides additional information regarding electronic filing computer requirements, fees, service of documents and training opportunities. LexisNexis File and Serve Denver customer service representatives may be contacted at (888) 529-7587 for technical assistance and to schedule free training.

DONE AND SIGNED THIS 10th DAY OF DECEMBER 2007.

O. John Kuenhold
Chief Judge
12th Judicial District
Water Judge, Division 3