



20TH JUDICIAL DISTRICT OF COLORADO
ADMINISTRATIVE ORDER 03-106 (Revised 9/28/12)
SUBJECT: Mandatory Electronic Case Filing – District Court Civil,
Domestic Relations, Probate Cases and County Civil

To: All Interested Parties

From: Roxanne Bailin
Chief District Judge

DATE: September 28, 2012

This order replaces Twentieth Judicial District Administrative Order 03-106, originally issued 4/2/03 and revised 11/25/03, 12/16/04 and 12/6/06.

Effective October 29, 2012, the 20th Judicial District will use the ICCES system (Integrated Colorado Courts E-filing System) for all CV, DR, PR and C Money and FED cases.

DISTRICT COURT:

The following guidelines shall apply to all district court civil (CV), domestic (DR) and probate (PR) cases filed in Boulder County District Court effective October 29, 2012. All counsel shall electronically file all pleadings, motions, briefs, exhibits, garnishments and other documents using the Colorado Court's e-filing system ICCES.

All counsel shall refer to C.R.C.P. Rule 121 section 1-26 and the Chief Justice Directive 11-01 for the complete electronic filing requirements. Pleadings and exhibits can be submitted electronically by using the suppressed option.

In domestic cases all pleadings requiring verification of the signature of both parties and/or counsel shall be electronically filed with scanned signatures. The statement "original signature on file" will not be acceptable. A Guardian Ad Litem is considered an attorney of record and is subject to mandatory electronic filing. CFI's and mediators shall not electronically file documents even if they are licensed attorneys. All such documents shall be filed in paper format.

In probate cases (PR) the court requires the original will to be paper filed prior to the issuance of letters. The will shall be scanned and submitted with the application.

COUNTY COURT:

The following filing guideline shall apply to county civil(C) money and FED cases filed in Boulder and Longmont County Courts.

Scanned exhibits shall be separate from the summons and complaint in order to comply with redacting requirements of social security and bank account numbers. All garnishments to be issued by the clerk will be filed electronically on all cases. All counsel shall submit the proposed judgment when e-filing new cases.

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 paper filed documents into the filing system.

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

A handwritten signature in black ink, appearing to read 'R. Bailin', is written over a horizontal line.

Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District