

ADMINISTRATIVE ORDER 2006 ·#004  
22<sup>nd</sup> Judicial District

ELECTRONIC FILING

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MESSAGE L. HANSEN  
CLERK

WHEREAS, the state court system is moving to mandated electronic filing and service, and many districts now require cases to be filed and served electronically, it is necessary to enact this administrative order.

The 22<sup>nd</sup> Judicial District will mandate that in any case in which a party is electronically filing and serving pleadings, all parties represented by counsel must also electronically file and serve pleadings. This order applies to all civil, probate and domestic cases.

This Administrative Order is issued pursuant to C.R.C.P. 121 1-26.13.

**13. E-Filing May be Mandated:** With the permission of the Chief Justice, a chief judge may mandate E-Filing within a county or judicial district for specific case classes or types of cases. A judicial officer may mandate E-Filing and E-Service in that judicial officer's division for specific cases, for submitting documents to the court and serving documents on case parties. Where E-Filing is mandatory, the court may thereafter accept a document in paper form and the court shall scan the document and upload it to the E-Service Provider. After notice to an attorney that all future documents are to be E-Filed, the court may charge a fee of \$50 per document for the service of scanning and uploading a document filed in paper form. Where E-Filing and E-Service are mandatory, the Chief Judge or appropriate judicial officer may exclude pro se parties from mandatory E-Filing requirements.  
C.R.C.P. Rule 121

This Order will be effective on July 15, 2006.

Issued with the authorization of Chief Justice of the Colorado Supreme Court, the Honorable Mary Mullarkey.

So ORDERED this 16<sup>th</sup> day of June, 2006

Sharon L. Hansen

Sharon L. Hansen  
Chief Judge of the 22<sup>nd</sup> Judicial District