| Fourth Judicial District, State of Colorado PO Box 2980, 270 S. Tejon Colorado Springs, CO 80901 | |
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| | Chief Judge Order 09-08 ↑ |
| CHIEF JUDGE ORDER CONCER FLECTRONIC FILING IN DIVI | RNING PILOT PROJECT FOR MANDATORY SION 3 AND 8 FOR ALL DOMESTIC CASES |

Effective August 1, 2009, all domestic cases commenced on or after August 1, 2009 which are assigned to Division 3 (Judge Kane) or Division 8 (Judge Cisneros) will be subject to mandatory electronic case filing. In addition, effective July 13, 2009 any domestic documents which are assigned to these divisions are also subject to mandatory electronic case filing. A paper file will not be initiated or maintained on all new cases filed on or after August 1, 2009 for Division 3 and Division 8.

All attorneys able to electronically file and serve shall be required to do so, in accordance with Colo. R. Civ. P. 121 § 1-26. The rule outlines how pleadings shall be electrically filed and served and how original documents are maintained by counsel. Attorneys shall transmit documents to unrepresented parties or personally serve such parties as required by the Colorado Rules of Civil Procedure.

Attorneys are also required to comply with Chief Judge Directive 07-06 regarding exhibit e-filing and disposition.

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. Proposed orders shall be submitted in Word or Word Perfect format (not scanned). All returns of service shall be electronically filed with the court.

A party who is not represented by an attorney shall continue to file documents in the traditional paper format, and the Clerk of Court shall scan and upload documents to LexisNexis File & Serve. No additional fees will be charged to pro se litigants for scanning and uploading as they do not have access to LexisNexis. Pro se parties shall be responsible for serving documents on opposing parties and/or counsel. Attorneys who do not have e-filing capability may continue to file documents in paper format until September 8, 2009 after which those attorneys will be required to obtain permission from the applicable pilot division to continue paper filing in that division.

All judicial rulings, orders and other written communication from the Court shall be filed electronically and served on counsel and other parties in the case by LexisNexis pursuant to Colo. R. Civ. P. 121 § 1-26.

The LexisNexis File & Serve website, <u>www.fileandserve.lexisnexis.com</u>, provides additional information regarding electronic filing computer requirements, fees service of documents and training opportunities. LexisNexis File and Serve Court Customer Service may be contacted at (866) 293-2957 for technical assistance and to schedule free training.

Signed this 6 day of August, 2009. Nune Pro Tunc July 13, 2009.

BY THE COURT:

Kirk S. Samelson

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Chief Judge