

District Court 9th Judicial District, Colorado Court Address: 109 8th St., Suite 104, Glenwood Springs, CO, 81601, 970-945-5075	
ADMINISTRATIVE ORDER	
Date: October , 2010 Chief Judge: James B. Boyd	Order Number: 10-
ADMINISTRATIVE ORDER ON MANDATORY E-FILING	

1. Beginning on December 1, 2010, all pleadings, motions, briefs, affidavits, exhibits and all other documents in CIVIL CASES ("CV"), DOMESTIC RELATIONS CASES ("DR") and PROBATE CASES ("PR") filed by an attorney in the Ninth Judicial District must be served and / or filed electronically through the E-Filing and E-Service system (the "E-System"). For documents which must be electronically filed under this order, the Clerk of the Court will only accept pleadings filed electronically.

3. All documents relating to a single pleading or paper should 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. All proposed orders shall be submitted in the same transaction but shall be a separate document. *Proposed orders, including proposed trial management orders, proposed case management orders, and proposed rulings and/or decrees shall be submitted in Word or WordPerfect format and not in .pdf or other scanned format.* All returns of service shall be filed electronically with the court.

All documents which must be verified shall be electronically filed with scanned signatures. The statement "original signature on file" will not be sufficient." Electronic signatures will identify the individual attorney who has signed the document and the location where the original signature is stored.

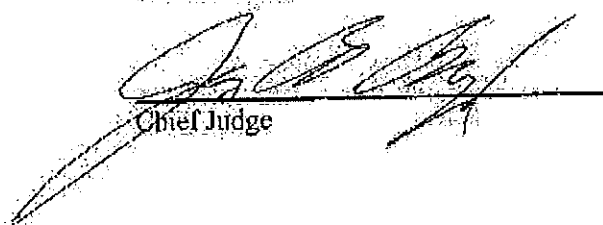
Original documents, e.g. promissory notes for a default and bonds for an injunction. Original will be separately filed in an envelope clearly labeled original. At such time as the original is no longer needed by the Court, the document will be scanned by the Clerk, and the original will be returned to the appropriate party.

4. All attorneys shall refer to and comply with the provisions of C.R.C.P. 121, Section 1-26.

5. Parties without an attorney may file documents in paper form without charge.
6. Any attorney who files a document in paper form shall be charged \$50 per document as provided for in C.R.C.P. 121, Section 1-26, sub-part 13.
7. The judicial assistants shall promptly scan and upload any paper documents that have been filed.

Dated: November 1, 2010

BY THE COURT



Chief Judge