

COLORADO SUPREME COURT
SUBMISSION POLICY FOR COMMITTEE RULE CHANGES

Updated June, 2012

It has long been the Colorado Supreme Court's policy to establish court rules that are clear and fair. To that end, we have encouraged members of the public who have suggestions about the wording or effects of our state's court rules to submit suggestions to the Court for rule revisions.

With the majority of the proposed rule changes proceeding to the Court from standing or ad hoc committees, the Court needs to ensure that the procedures for submission of proposed rule changes are standardized.

The following procedures for submitting proposed rule changes to the Court are established:

1. Ensure that the most current version of the rule is used as the starting point for the proposed rule change. In order to verify this, we recommend a two step process:
 - (a) Obtain the most up-to-date version of rule from the Court's website at: <http://www.courts.state.co.us/Index.cfm> and click on the link to the Colorado Revised Statutes. This will take you to Lexis-Nexis (<http://www.lexisnexis.com/hottopics/colorado/>), begin your search by selecting Colorado Court Rules and then continue to navigate until you find the rule (or rules) you need. Once you have located the rule(s) you are searching for, you should be able to copy and paste the rule into a Word document. If you cannot obtain the language in this manner, please use the most current print version of the Colorado Revised Statutes (C.R.S.) and transcribe the text as it appears, verbatim into a new document (this is NOT the preferred method and should only be used if absolutely necessary).
 - (b) To ensure that you are using the most current version of the rule, please review the language to verify that it matches the print version of the newest set of C.R.S. that was published. You should also check the court's website for any additional changes to the printed rule at:
http://www.courts.state.co.us/Courts/Supreme_Court/Rule_Changes.cfm

2. Once you are certain that you have a clean version of the rule as it currently exists, the rule needs to be reformatted to look the same as the rule looks in the printed Lexis/Nexis C.R.S. books i.e., use the same indentation, capitalization, centering, bold etc. *exactly* as it appears in the book. Typeface should be Times New Roman 12 pt.

3. Use the track changes feature of Microsoft Word to amend the language of the rule. Any deletions should be indicated by a strike-through with a vertical line marked on the right border showing where the deletion occurred, (color black or automatic) and any additions should be indicated in all Capital Letters underlined with a vertical line marked on the right border showing where the addition occurred (color black or automatic). Deletions should be blue and insertions should be red. Track changes does not provide for the option of showing the insertions in ALL CAPS. This needs to be done manually in the “redlined” document.

If there are sections of the Rule that are unaffected by the proposed change, please just list the section(s) and replace the language of that section with “[No Change]” or include the language “This rule change includes only sections where amendments to the rules have been made.” For example: (a) through (d) [NO CHANGE].

4. Once you have added the changes to the rule you wish to suggest to the Court, save the tracked changes version to a CD or a folder in your computer. In addition, save a clean version of your proposed changes to the same CD or folder by accepting the changes made in the track changes version. At this point, you need to reformat any newly inserted text from all capital letters into the correct case. Once you have these two versions: (1) the redlined version; and (2) the clean version with your changes accepted, you will submit both versions as a Word document to the Court on a CD or by e-mail.

5. It is very important that before submitting these changes to the Court, you have reviewed the changes to make sure they are correct. One of the best ways to assure accuracy is to read the changes out loud to another person to make sure you haven’t made mistakes. Also be sure to cross-reference any citations to rules or statutes cited in the proposed change to be certain the rule or statute cited has not been amended, repealed, or superceded.

6. Send the CD, and/or e-mail copies, along with hard copies directly to the Justice acting as the liaison to the submitting committee (Liaison Justice).

7. If your proposed rule is to be submitted for public comment, the Liaison Justice will facilitate that process.