

Chief Judge Directive 07-03
STATE OF COLORADO
ELEVENTH JUDICIAL DISTRICT

**IN THE MATTER OF MANDATORY E-FILING FOR
CHAFFEE COUNTY AND PARK COUNTY DISTRICT COURT**

ORDER

Effective January, 2008, all Domestic Relations and Rule 120 cases filed on or after January 5, 2008 in Chaffee and Park County Combined Court will be subject to mandatory electronic case filing and service.

1. All counsel shall electronically file and serve all pleadings, motions, proposed judgments, briefs, affidavits, exhibits, and all other documents using the LexisNexis File & Serve service in accordance with C.R.C.P. 121 1-26, and Chief Justice Directive 06-02. Pleadings with electronic signatures must indicate which original attorney signature is on file and verified as the attorney responsible for the pleading. Printed copies of electronically submitted documents shall not be filed with the court.
2. If the action is on a promissory note or where an original document is by law required to be filed, that original document shall be scanned and submitted electronically with the e-filed motion for default.
3. All documents relating to a single pleading or paper may be filed electronically as a single transaction but separate documents. **Exhibits to complaints shall be filed separately from the complaint to ensure that non-public information can be redacted (Social Security Number and bank account numbers).**
4. All proposed orders shall be submitted in the same transaction but shall be a separate document. Proposed orders shall be submitted in Word or Word Perfect format (not scanned). All returns of service shall be filed electronically with the court.
5. A party who is not represented by an attorney shall continue to file documents in the traditional paper format, and court staff will scan and upload these documents to LexisNexis File & Serve at no additional fee.
6. Beginning January 5, 2008, after notice to the Attorney that all future documents are to be e-filed, a charge of \$20.00 will be assessed for the service of scanning and uploading a document filed in paper form.
7. In all Domestic Relations cases and Rule 120 cases, all judicial rulings, opinions, orders and other communications from the court shall be electronically filed to counsel, and LexisNexis File and Serve will mail these communications to unrepresented parties.

Dated and signed this 30th day of November, 2007.

BY THE COURT:

/s/ Charles M. Barton

Chief Judge

11th Judicial District