



IN THE 13th JUDICIAL DISTRICT
IN AND FOR THE STATE OF COLORADO

ORDER & NOTICE REGARDING ELECTRONIC FILING IN DISTRICT COURT
CIVIL, DOMESTIC RELATIONS, & PROBATE CASES

2021-17

The following guidelines apply to all district court civil (CV), domestic relations (DR), and probate cases (PR) filed in the 13th Judicial District. Effective immediately, clerks of court will accept pleadings filed in CV, DR, and PR cases only if the pleadings are filed in compliance with this Order. Clerks of court may refuse pleadings or documents not conforming to this Order.

All counsel shall electronically file (e-file) all pleadings, motions, briefs, exhibits, and other documents using the Colorado Courts E-Filing system (CCE). As CCE and e-filing become available to pro se parties in CV, DR, and PR cases, pro se parties shall, to the maximum extent possible, e-file all pleadings, motions, briefs, exhibits, and other documents using CCE. Otherwise, pro se litigants may continue to file documents in paper format. However, as CCE becomes available to pro se litigants for e-filing in CV, DR, or PR case types, pro se litigants may no longer e-mail pleadings or documents to clerks of court for those case types for which CCE is available and clerks of court will reject e-mailed pleadings or documents and will direct the e-mailing pro se litigant to submit the documents via CCE.

In accordance with Colorado Rules of Civil Procedure 121(c) section 1-26, counsel and pro se parties who use CCE shall e-file and electronically serve (e-serve) all pleadings, motions, briefs, affidavits, exhibits, and all other documents using CCE. Pleadings with electronic signatures must indicate the original attorney or pro se party signature is on file and verified as the person responsible for the pleading. Printed copies of e-filed documents shall not be filed with the court unless ordered by the court.

Pursuant to Colorado Rules of Civil Procedure 121(c), section 1-26(8), for DR decrees, separation agreements, and parenting plans, original signature pages bearing the signatures of attorneys, parties, and notaries must be scanned and

e-filed. For all other e-filed or e-served documents, signatures of attorneys, parties, witnesses, notaries, and notary stamps may be in s/name typed form to satisfy signature requirements, once the necessary signatures have been obtained on a paper form of the document.

For PR cases, the will shall be scanned and submitted with the application or petition. The pro se petitioner or counsel for petitioner must either lodge the original will with the court or comply with Colorado Uniform Electronic Wills Act, found at Colorado Revised Statutes title, 15, article 12, part 15, before the court will issue letters. Pursuant to Colorado Rules of Civil Procedure 121(c), section 1-26(8), for all e-filed and e-Served documents, signatures of attorneys, parties, witnesses, notaries, and notary stamps maybe in s/name typed form to satisfy signature requirements, once the necessary signatures have been obtained on a paper form of the documents.

All e-filed documents relating to a single pleading or paper will 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. Please review Chief Justice Directive 11-01 for statewide e-filing standards. All proposed orders shall be submitted in the same transaction but shall be a separate document. Proposed orders shall not be scanned but shall be submitted in an editable format. The caption of proposed orders shall not contain the information of the attorney or pro se party who submitted the proposed order. Neither shall a proposed order contain the word, "proposed," or similar such words preceding the order title in the caption. All returns of service shall be filed electronically with the court.

As CCE and e-filing become available to pro se parties in CV, DR, and PR cases, pro se parties are encouraged to e-file all pleadings, motions, briefs, exhibits, and other documents using CCE. However, pro se parties may continue to file documents in paper format. Once CCE becomes available to pro se litigants for e-filing in CV, DR, or PR case types, pro se litigants may no longer e-mail pleadings or documents to clerks of court for those case types for which CCE is available and clerks of court will direct the e-mailing pro se litigant to submit the documents via CCE. Counsel and pro se parties shall transmit documents to opposing parties or personally serve opposing parties as required by the applicable rules of procedure or as required by statute.

In all district court CV, DR, and PR cases, judicial rulings, opinions, orders, and other communication from the court shall be e-filed to counsel and pro se parties with CCE accounts. The only exception to this is in a case of CCE notification of undeliverable pleadings and orders. In this instance the sending party shall mail the pleadings or order to the address on file with the sending party. The sending party will contact the court to confirm with the court the pro se litigant's most recent address.

CCE will mail judicial rulings, opinions, orders, and other communication from the court to the address on record for pro se parties who do not have a CCE account. Pro se litigants are required to keep the court advised of the pro se litigant's current address.

For additional information regarding e-filing, fees, service of documents, and training, the court encourages counsel to visit the CCE website at <https://www.courts.state.co.us/Administration/Unit.cfm?Unit=efile> and pro se parties to visit the CCE website at <https://www.courts.state.co.us/Administration/Unit.cfm?Unit=efilenoty>. For technical assistance and customer service please contact CCE Support at efilingsupport@judicial.state.co.us or 1-855-264-2237. Pro se litigants, please contact 720-625-5800, efilingsupport@judicial.state.co.us or your local court.

Done this 3d day of November, 2021.

A handwritten signature in black ink, appearing to read "Carl S. McGuire III". The signature is written in a cursive style and includes a horizontal flourish at the end.

CARL S. McGUIRE III
Chief Judge
13th Judicial District