

SEVENTEENTH JUDICIAL DISTRICT

ADAMS COUNTY AND THE CITY AND COUNTY OF BROOMFIELD

ORDER OF THE CHIEF JUDGE

09-07 AMENDED

MANDATORY ELECTRONIC CASE FILING (E-FILING) FOR DISTRICT COURT DOMESTIC RELATIONS CASES

Effective January 1, 2010, all District Court Domestic Relations (DR) cases are subject to mandatory electronic case filing. All attorneys shall electronically file all new cases and all documents via the Internet through the Colorado Supreme Court authorized E-System.

All attorneys should refer to C.R.C.P. Rule 121, section 1-26 for complete electronic filing requirements. The rule outlines how pleadings shall be filed and served electronically, how original documents shall be maintained by counsel and other pertinent information related to E-Filing.

For each document filed by an attorney in paper format, the clerk shall charge a fee of \$50.00 per document for the service of scanning and uploading the documents (Rule 121, section 1-26, 13).

Documents and exhibits containing financial information shall be submitted using the "sealed electronically" option to ensure that non-public information can be redacted (Social Security Numbers and bank account numbers).

All documents requiring verification of the signature of both parties and/or counsel shall be electronically filed with scanned signatures. The statement "original signature on file" will not be acceptable for documents requiring verification of the signature of both parties and/or counsel.

All documents relating to a single issue may be filed electronically as a single transaction. For example, a motion, exhibits and related affidavits may be filed under a single transaction. Effective January 1, 2010, all related documents (motion, proposed order, response and reply) shall be related when electronically filed. Failure to relate pleadings may result in a "denied defective" order from the court. All proposed orders shall be submitted as a separate document within a transaction and shall be in an editable format (not scanned). See Rule 121, section 1-26, 15c.

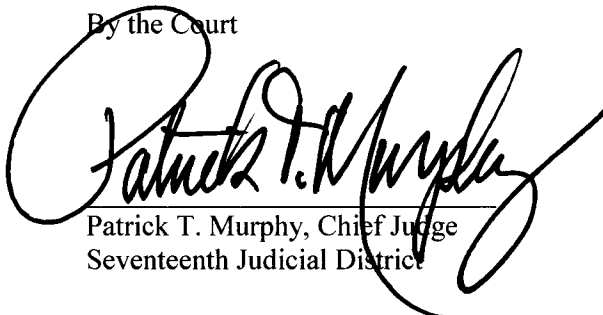
Parties who are not represented by an attorney shall continue to file documents in paper format, and the clerk shall scan and upload those documents to the E-Filing system. No additional fees will be charged to pro se parties for scanning and uploading, because pro se parties do not have access to the E-Filing system.

A Guardian ad Litem is considered an attorney of record and is subject to mandatory electronic filing. Child and Family Investigators and mediators who are licensed attorneys shall electronically file documents using the "sealed electronically" option.

All judicial rulings, opinions, orders and other written communications from the court shall be filed electronically and served on attorneys and pro se parties by the E-Filing system.

SO ORDERED as amended this 15th day of September, 2016.

By the Court

A handwritten signature in black ink, appearing to read "Patrick T. Murphy". The signature is written in a cursive style with a large, looping initial "P".

Patrick T. Murphy, Chief Judge
Seventeenth Judicial District