



**Office Of The State Court Administrator**  
*Colorado Judicial Department*


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**MEMORANDUM**

**September 22, 1995**

TO: All Justices, Judges and Magistrates; Clerks of District, County and Combined Courts; District Administrators; Chief Probation Officers.

FROM: Steve Berson 

SUBJECT: CJD 95-02, re Self Addressed, Stamped Envelopes (SASE)

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Attached is Chief Justice Directive 95-02 concerning the use of self addressed, stamped envelopes (SASE). This directive was developed pursuant to Planning for Change Action Item 40. The intention of the directive is to provide some relief to clerk's offices in responding to routine requests for information from the public.

Many courts already use SASE's for a variety of purposes. This directive will give those courts authority to continue doing so, and will also allow courts wishing to use SASE's the opportunity to establish such a policy. Please note that this policy is permissive. It allows the chief judge of any district to authorize the clerk of court to require the use of SASE's, but does not require the court to implement the policy.

We offer our appreciation to the Planning for Change Standardization Committee for initially suggesting this action item, and to Ed Zimny, Joyce Dzincioloski, Judy Vanderleest, and the Court Services Standing Committee for their assistance and support. If you have any questions about this policy, please contact Carol Feldman at 303-837-3651 or Ed Zimny at 303-837-3674.

**SUPREME COURT OF COLORADO**

**Office of the Chief Justice**

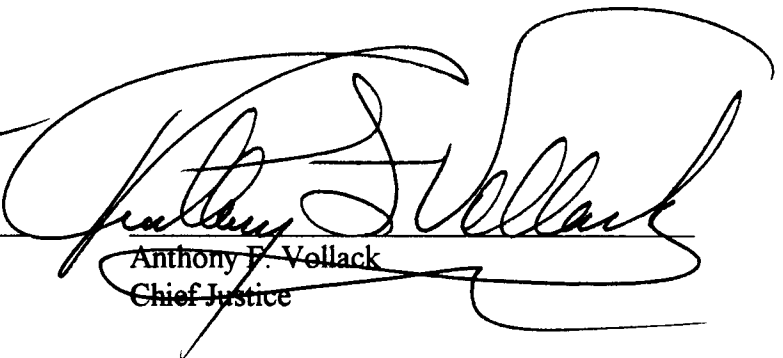
**DIRECTIVE CONCERNING THE USE OF SELF ADDRESSED, STAMPED  
ENVELOPES**

In an effort to provide some relief to clerk's offices in responding to routine requests for information from counsel, litigants and the public, the following policy concerning the use of self addressed, stamped envelopes is adopted. This policy is supported by current practice in many courts, and is extensively used by a variety of other government agencies and private businesses.

Effective October 1, 1995, chief judges may authorize clerks of court to require self addressed, stamped envelopes (SASE) from counsel, litigants and the public for the following types of documents:

- Requests for forms and pamphlets;
- Requests for receipts and other financial records;
- Requests for alimony and support information or checks;
- Requests for garnishment checks and papers;
- Requests for exhibits by mail;
- Requests for copies of court documents of any kind.

This policy does not apply to requests for motions and orders involving active cases, and does not apply to motions and orders clearly exempted by CRCP Rule 121, Section 1-15(5), and CRCP Rule 58(a).

Sept 15 1995 

Date Anthony F. Vellack  
Chief Justice