

ADMINISTRATIVE ORDER 08-10
SIXTH JUDICIAL DISTRICT, STATE OF COLORADO

**ORDER AND NOTICE REGARDING MANDATORY ELECTRONIC FILING
(WATER COURT)**

The following guidelines shall apply to all water cases filed in Water Division No. 7 effective January 1, 2009. Applicants and opposers represented by counsel shall electronically file and serve through the approved judicial branch e-filing service provider all applications, pleadings, motions, briefs, exhibits and other documents. C.R.C.P. Rule 121, Section 1-26, Electronic Filing applies to water court filings. Such filing and mailing shall relieve the requirement of C.R.S. § 37-92-302 to provide the water clerk with the application or statement of opposition in quadruplicate. The applicant and parties who are not represented by an attorney shall file with the clerk a single copy of the application and all subsequent documents in original paper format. The water court clerk on behalf of persons not represented by an attorney shall scan and upload such paper-filed documents to the approved judicial branch e-filing system and this shall likewise satisfy the otherwise applicable filing requirements of Article 37, Title 92, of the Colorado Revised Statutes. All documents and correspondence filed after the initial application shall contain the case number. The clerk shall include a certificate of service for every order, ruling or other document e-filed or otherwise served by the clerk to the parties in any water matter.

All counsel should refer to C.R.C.P. Rule 121 § 1-26 and Chief Justice Directive 06-01 II. c. iv. for the complete electronic filing requirements. The Rule outlines how pleadings shall be electronically filed and served, and how original documents are maintained by counsel. Pleadings with electronic signatures must indicate *which* original attorney signature is on file and verify the attorney responsible for the pleading. All documents relating to a single pleading or paper may be filed electronically as a single transaction. For example, a motion, exhibits and related affidavits may be filed under a single transaction. However, all related pleadings (motion, proposed order, response and reply) shall be linked when electronically filed. All proposed orders shall be submitted separately from the pleading and shall be submitted in Word or WordPerfect format (not scanned or in PDF format). All returns of service shall be filed electronically with the court.

All judicial rulings, opinions, orders and other communications from the Court shall be electronically filed to counsel, and LexisNexis will mail these communications to parties without an attorney.

A party who is not represented by an attorney shall continue to file documents in the traditional paper format, and the Clerk of Court will scan and upload these documents to LexisNexis File & Serve.

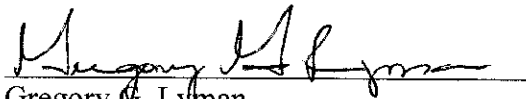
Service upon parties to the case must be made as required by Water Court Rule 2, CRCP 5 and 121, § 1-26. Where notice must be given to persons or entities who are not parties

to the case, notice shall be given by mail, personal service, or publication as required, with a certificate of service to be e-filed.

Applicant or Plaintiff shall provide a copy of this Order to all other parties who enter an appearance, and shall electronically file certification of service within 15 days following the entry of appearance.

For additional information regarding electronic filing, fees, service of documents, and training, the Court encourages all counsel to visit the LexisNexis File & Serve website at <http://www.lexisnexis.com/fileandserve>. For technical assistance and customer service, please contact LexisNexis File & Serve customer service directly at (888) 529-7587.

Done this 9th day of October, 2008.



Gregory G. Lyman
Chief Judge