

**ELEVENTH JUDICIAL DISTRICT**

Chief Judge Directive 24-02

REVIEW OF MOTIONS TO PROCEED IN FORMA PAUPERIS (MIFP)

This Order is intended to create a uniform procedure for the 11th Judicial District to follow for processing an MIFP when an applicant is requesting to have costs waived in C, CV, DR, PR, S, MH, JA or JV cases. An MIFP is filed in conjunction with the pleading for which a filing fee is required, and the party is requesting that the filing fee be waived due to indigent (poor person) status per Chief Justice Directive (CJD) 98-01.

The Clerk of Court, or their Deputy Clerk designee, shall review the applicant’s information on the JDF 205 (Motion to Waive Fees) to determine whether the applicant is indigent based on guidance in CJD 98-01. This order delegates the Clerk of Court, or their Deputy Clerk designee, to approve and complete JDF 206 (Order re Court Fees) if the criteria outlined in CJD 98-01 is met. If the criteria set forth in CJD 98-01 is not met, the Clerk of Court, or their Deputy Clerk designee shall deny and complete JDF 206. If JDF 205 is incomplete or is missing information regarding income, liquid assets, or expenses, the Clerk of Court, or their Deputy Clerk, will forward the JDF 205 to a Judicial Officer for review.

Pleadings that are submitted that require a filing fee and/or are accompanied by an MIFP, will be added to the Court File, however, will not be considered until a filing fee has been received or an MIFP has been approved by a Judicial Officer, the Clerk of Court, or the Clerk of Court’s designee.

IT IS THEREFORE ORDERED that any Clerk of Court in the 11th Judicial District, or their Deputy Clerk designee, shall review and approve or deny any Motion to Proceed in Forma Pauperis (MIFP) unless further review by a Judicial Officer is required based on the criteria above.

Done in Salida, Colorado, April 19, 2024

*/s/ Patrick W. Murphy* Patrick W. Murphy Chief Judge, 11th J.D.