



20TH JUDICIAL DISTRICT OF COLORADO
ADMINISTRATIVE ORDER 03-106

SUBJECT: Mandatory Electronic Case Filing – District Court Civil, Domestic Relations, Probate, Criminal, Juvenile Delinquency Cases and County Civil, Traffic, Misdemeanor, and Traffic Infraction Cases

To: All Interested Parties

From: Ingrid S. Bakke
Chief Judge

Date: October 27, 2020

This order replaces Twentieth Judicial District Administrative Order 03-106, originally issued 4/2/03, revised 11/25/03, 12/16/04, 12/6/06, 9/28/12, 9/21/16 and 6/10/19.

This Administrative order applies to all civil (CV), domestic relations (DR), probate (PR), criminal (CR), juvenile delinquency (JD), traffic (T), misdemeanor (M), and traffic infraction (R) cases.

Guidelines applicable to all case types indicated above:

1. For all case types indicated above, all counsel shall electronically file all pleadings, returns of service, motions, briefs, exhibits, garnishments and other documents through the judicial E-Filing/Service System (“E-System”).
2. After the effective date for each case type, the Clerk of Court will only accept E-filed pleadings. In cases initiated prior to the commencement date, all new documents shall be E-filed as of the effective date indicated below.
 - Criminal, misdemeanor, traffic, traffic infractions and juvenile delinquency: October 3, 2016
 - County Court Civil, including FED: January 1, 2007
 - Probate: January 1, 2005
 - Domestic Relations: January 1, 2004
 - District Court Civil: May 1, 2003
3. E-filing in criminal cases is governed by Colo. R. Crim. P. 49.5 and Chief Justice Directive 11-01.
4. In civil, domestic relations and probate cases, counsel should refer to C.R.C.P. Rule 121 Section 1-26 and Chief Justice Directive 11-01 for complete E-filing requirements.


5. All documents relating to a single pleading may be E-filed as a single transaction. For example, a motion may be E-filed as the principal document while exhibits to the motion may be E-filed as attachments within the same submission.
6. Proposed orders are required in CV, DR, PR and C cases. All proposed orders shall be submitted separately from the pleading and shall be submitted in editable format. This requires use of a program such as Word or Word Perfect (not scanned).
7. All exhibits shall be identified with an exhibit number or letter and document title. Exhibits filed by Plaintiff/Petitioner shall include a number and a document title for each exhibit. Exhibits filed by Defendant/Respondent shall include a letter and a document title for each exhibit. By way of example, Exhibit 1: Deed of Trust, Exhibit A: Promissory Note. It is the responsibility of counsel to promptly E-file all pleadings and exhibits submitted in open court. Audio or video exhibits cannot be submitted through E-Filing at this time. Notice of Submission of an Audio/Video exhibit shall be E-filed within the case. Those exhibits shall then be placed on a CD or DVD and physically submitted to the Clerk of Court either in-person or via mail with a paper copy of the E-filed Notice of Submission of Audio/Video exhibit.
8. Proposed jury instructions shall be E-filed in editable format.
9. Notice of Submission of in camera review documents shall be e-filed within the case. Those documents shall then be physically submitted to the Clerk of Court either in person or via-mail with a paper copy of the E-filed Notice of Submission of in camera documents.
10. Where necessary to comply with the redacting requirements of social security and bank account numbers, documents will be submitted as protected.
11. Document security levels exist in Colorado Court E-Filing System and JPOD.
 - Public: access by the court, all case parties, and the public;
 - Suppressed: access by the court and all case parties;
 - Protected: access by the court, filing parties and served parties;
 - Sealed: access only by the court
12. All judicial rulings and orders from the court shall be electronically filed to counsel. Certified copies of orders, decrees, letters or other court documents can be requested electronically.
13. Parties who are not represented by an attorney shall continue to file documents in the traditional paper format, and the Clerk of Court shall scan and upload paper filed documents. Counsel shall transmit documents to *pro se* parties or personally serve the parties as required by the Colorado Rules of Civil and Criminal Procedure. The E- System will mail Court rulings and notices to *pro se* parties.

Additional Guidelines Specific to Domestic Relations:

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

A non-party to a Domestic case must obtain a signed a release of information form from a case party to request or obtain copies of suppressed or non-public documents from a record. Parties requesting copies of documents from their own case must provide identification at the time of the request.

2. A Guardian *Ad Litem* or Child Legal Representative is considered an attorney of record and is subject to mandatory electronic filing. Child and Family Investigators, Parental Responsibilities Evaluators, and mediators may E-file documents if they are licensed attorneys. Non-attorneys' filings from these professionals shall be submitted in paper format to the Clerk of Court and will be scanned and uploaded by court staff and suppressed if appropriate. Parental Responsibilities Evaluators and mediators that E-file their documents will do so as non-parties; and will remain as non-parties on the case.



Hon. Ingrid S. Bakke

Chief Judge

Twentieth Judicial District