

DISTRICT COURT, WELD COUNTY, STATE OF COLORADO Court Address: 901 9th Avenue, Greeley, CO 80631 Mailing Address: P.O. Box 2038, Greeley CO 80632-2038	
ADMINISTRATIVE ORDER NO. 04-06 (As Amended October 17, 2008)	FILED IN COURT USE ONLY 2004CV1 CO Weld County District Court 19th JD Filing Date: Oct 17, 2008 4:38PM MDT Filing ID: 22023493 Case Number: 04 CV 01 Division: 1
AMENDED ORDER AND NOTICE REGARDING ELECTRONIC FILING (DISTRICT COURT CIVIL)	

This amended order replaces AO 04-06 entered on December 9, 2004. Except as provided by this order, the following guidelines apply to all district court civil cases filed in the 19th Judicial District Court, effective March 1, 2005. The Clerk of Court will only accept district court civil (CV) pleadings filed electronically. All counsel shall file electronically all pleadings, motions, briefs, exhibits and other documents using LexisNexis File & Serve (LNFS). Cases filed prior to the commencement date shall file all new documents in these cases electronically as of March 1, 2005.

- 1) All counsel shall electronically file and serve, in accordance with C.R.C.P. 121 §1-26, all pleadings, motions, briefs, affidavits, exhibits, and all other documents using the LexisNexis File & Serve service. Pleadings with electronic signatures must indicate *which* original attorney signature is on file and verified as the attorney responsible for the pleading. Printed copies of electronically filed documents shall not be filed with the Court.
- 2) Documents filed under seal and petitions to seal criminal records, shall be exempt from this Order. All documents and exhibits submitted to the Court under seal shall be filed in paper format, in a sealed envelope marked "Sealed." They may not be filed electronically. Pleadings and other documents filed in county and municipal court appeals on or after November 17, 2008, must be filed electronically regardless of when the case was opened.
- 3) All documents relating to a single pleading or paper should be filed electronically as separate documents but as a single transaction. For example, a motion shall be filed as a main document, while exhibits and other related documents shall be filed as supporting documents. All proposed orders shall be submitted in the same transaction but shall be a separate document. *Proposed orders shall be submitted in Word or Word Perfect format (not scanned).* All returns of service shall be filed electronically with the court.
- 4) A party who is not represented by an attorney may continue to file documents in the traditional paper format, and the Clerk of Court will scan and upload these documents to LexisNexis File & Serve. Unrepresented parties shall be responsible for service of filed documents on counsel and/or any unrepresented opposing parties. Counsel shall transmit documents to unrepresented parties or personally serve such parties as required by the Colorado Rules of procedure.
- 5) In all district court civil cases, all judicial rulings, opinions, orders and other communications from the court shall be filed and served electronically to counsel. LexisNexis File & Serve will mail these communications to unrepresented parties or, the court may direct counsel to mail these communications to unrepresented parties.
- 6) Attorneys representing parties pro bono or as court appointed counsel may apply for an exemption from this order on an individual case basis.

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 at (888) 529-7587.

Dated and signed this 17th day of October, 2008.

BY THE COURT:



Roger A. Klein
 Chief Judge, 19th Judicial District