

<b>DISTRICT COURT, WELD COUNTY, STATE OF COLORADO</b> Court Address: 901 9th Avenue, Greeley, CO 80631 Mailing Address: P.O. Box 2038, Greeley CO 80632-2038	<b>FILED Document</b> <b>CO Weld County District Court 19th JD</b> <b>Filing Date: Jun 26 2006 2:52PM MDT</b> <b>Filing ID: 11632843</b> <b>Review Clerk: Grace Moreno</b> <b>▲ COURT USE ONLY ▲</b>
<p style="text-align: center;"><b>ADMINISTRATIVE ORDER NO. 06-01</b> <b>(Amended June 2006)</b></p>	
<p style="text-align: center;"><b>ORDER AND NOTICE REGARDING ELECTRONIC FILING (DOMESTIC RELATIONS)</b></p>	

The following guidelines shall apply to all district court Domestic Relations cases filed in 19<sup>TH</sup> Judicial District Courts effective April 3, 2006. After this date, the Clerk of Court will only accept district court Domestic Relations (DR) pleadings filed electronically. All counsel shall electronically file all pleadings, motions, briefs, exhibits and other documents using LexisNexis File & Serve (LNFS). Cases filed prior to the commencement date shall begin to file all new documents in these cases electronically as of April 3, 2006

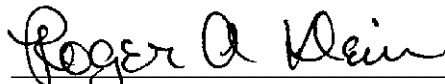
- 1) All counsel shall electronically file and serve, in accordance with C.R.C.P. 121 §1-26, as amended in 2005, all pleadings, motions, briefs, affidavits, exhibits, and all other documents using the LexisNexis File & Serve service. Pleadings with electronic signatures must indicate *which* original 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) This requirement to file documents electronically shall not apply to any attorney who files a Certificate of Determination of Indigency (JDF 203) indicating that the attorney represents a party through a Legal Services Provider. Such attorneys may file documents in paper format without charge for scanning and uploading by the Clerk of the Court.
- 3) Pursuant to C.R.C.P. 121, Section 1-26(8), for domestic relations decrees, separation agreements and parenting plans, original signature pages bearing the attorneys', parties', and notaries' signatures must be scanned and E-Filed. For all other E-Filed and E-Served documents, signatures of attorneys, parties, witnesses, notaries and notary stamps may be in S/ Name typed form to satisfy signature requirements, once the necessary signatures have been obtained on a paper form of the document.
- 4) Documents filed under seal 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.
- 5) 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. See Chief Justice Directive #05-02 for size and graphics standards. 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.

- 6) 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. Counsel shall transmit documents to unrepresented parties or personally serve such parties as required by the Colorado Rules of Civil Procedure.
- 7) In all District Court Domestic Relations cases, judicial rulings, opinions, orders and other communications from the court shall be electronically filed to counsel, and LexisNexis File and Serve will mail these communications to unrepresented parties.

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 26th day of June 2006.

BY THE COURT:



Roger A. Klein

Chief Judge, 19<sup>TH</sup> Judicial District

*This Order was filed electronically pursuant to Rule 121 § 1-26. The original signed Order is in the Court's file.*