

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. 06-02	EFILED Document CO Weld County District Court 19th JD Filing Date: Jan 24 2006 4:57PM MST Filing ID: 18411587 ▲ COURT USE ONLY ▲ Case Number: 06PR01 Division: 1
ORDER AND NOTICE REGARDING ELECTRONIC FILING (PROBATE)	

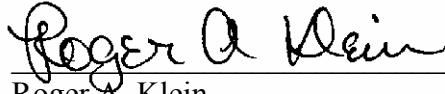
The following guidelines shall apply to all district court probate cases filed in 19TH Judicial District Courts effective April 3, 2006. After this date, the Clerk of Court will only accept district court probate (PR) pleadings filed electronically. Trust Registrations are exempt from e-filing requirements. 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. For probate of a will the will shall be scanned and submitted with the application or petition. The original will must be lodged with the court before the issuance of letters.
- 2) Pursuant to C.R.C.P. 121, Section 1-26(8), for all 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.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) In all District Court Probate 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 24th day of January 2006.

BY THE COURT:

Handwritten signature of Roger A. Klein in black ink, written over a horizontal line.

Roger A. Klein
Chief Judge, 19TH Judicial District

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