

DISTRICT COURT, WATER DIVISION NO. 1, STATE OF COLORADO Court Address: 901 9th Avenue, Greeley, CO 80631 Mailing Address: P.O. Box 2038, Greeley CO 80632-2038	EFILED Document CO Weld County District Court 19th JD Filing Date: Jun 16 2006 12:13PM MDT Filing ID: 11554416 Review Clerk: Marjorie L Sant
ADMINISTRATIVE ORDER NO. 06-02	▲ COURT USE ONLY ▲ Case Number: 06CW1 Division: 1
AMENDED ORDER AND NOTICE REGARDING ELECTRONIC FILING (WATER COURT)	

The following requirements applicable to all water cases filed in Water Division No. 1 have been in effect since August 1, 2005. Since that date, the Clerk of the Water Court only accepts electronically filed water (CW) pleadings by counsel. 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 be subject to the same requirements for all documents filed after August 1, 2005.

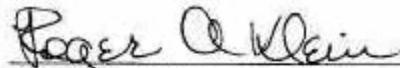
- 1) All counsel shall electronically file and serve, in accordance with C.R.C.P. 121 §1-26, all pleadings, motions, briefs, affidavits, exhibits, and all other documents using the LexisNexis File & Serve service. Pleadings with electronic signatures must specify the attorney whose original signature is on file and verify the attorney responsible for the pleading. Printed copies of electronically filed documents shall not be filed with the Court.
- 2) All documents relating to a single pleading or paper should be filed electronically as separate documents but in 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, including proposed trial management orders and proposed case management orders, as well as proposed decrees shall be submitted in Word or Word Perfect format (not scanned).* All returns of service shall be filed electronically with the court.
- 3) Parties who are not represented by an attorney shall 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.
- 4) In all water court cases, all 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.

- 5) Effective immediately, Administrative Order 05-07 in Case No. 05CW1 and Administrative Order 06-01 in Case No. 06CW1 are repealed and replaced by this order.

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 directly.

Dated this 16th day of June, 2006.

BY THE COURT:



Roger A. Klein
Water Judge
Water Division No. 1

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