

SUPREME COURT OF COLORADO

Office of the Chief Justice

DIRECTIVE CONCERNING ASSESSMENT OF COURT FEES AND COSTS

I. Waiver of Court Fees for Public Entities.

a. Court Fees. All docketing fees and additional fees of clerks of court charged pursuant to §13-32-104, (1)(b)-(k), C.R.S. shall be waived for the State of Colorado, all state agencies, institutions, and political subdivisions thereof. A “political subdivision” of the state means any governmental organization formed and operating under the laws of this state and includes every county; city and county; city; town; district, including any special district, school district, fire protection district, or improvement district; and authority, including any highway authority, regional transportation authority, or housing authority within this state.

b. Fees and Costs Excluded from Waiver. Jury fees, and the costs involved in preparing appeals, the record on appeal, or any transcript of evidence or testimony in the record shall be charged against the State of Colorado, all state agencies, institutions, and political subdivisions thereof at the rate set by statute, rule or order of the court.

II. Assessment of Fees and Costs for Retrieval of a Case File; Document Research and Redaction; Copies; Faxes; and Scanning.

a. Case File Retrieval. A fee may be charged for retrieval of a case file in order to recoup the costs of court employee time and resources spent to do the retrieval up to a maximum of \$5.00 per case or per name if the file is on-site, or the actual cost of retrieving the case file if located off-site. Such fees shall be waived for litigants, counsel of record, victims, witnesses, and the media if the requested file concerns a case file located on-site and may be waived for an off-site retrieval if the request concerns an open and active case. Retrieval fees shall be waived for criminal justice agencies and persons determined to be indigent. Criminal justice agencies shall have the same definition as §16-20.5-102(6), C.R.S.

b. Document Research and Redaction. If extensive review or research, including redaction of documents, is required to provide the information requested, a fee may be assessed at the rate of \$25.00 per hour to recoup the costs of court employee time and resources.

c. **Copies, Faxes, and Scanning.**

i. **Court Copies.**

Filed papers. A fee of \$.75 per page (\$1.50 if double-sided) may be charged for a copy of any document on file with the court.

Unfiled papers. A fee of \$.25 per page (\$.50 if double-sided) may be charged for a copy of documents which are not official records from the court file.

ii. **Self Service Copies.** A fee of \$.25 per page may be charged for copies made on a coin-operated copy machine.

iii. **Faxes.** A fee of \$1.00 per page may be charged for both incoming and outgoing faxes, unless the fax is requested by the court in which case the fee shall be waived.

iv. **Scanning.** A fee of \$50.00 per document may be charged for scanning pursuant to CRCP 121, 1-26, paragraph 13. This fee is charged when papers are filed in a Court where e-filing is mandatory.

CJD 96-01 and CJD 85-21 are now repealed.

Done at Denver, Colorado this 6th day of June, 2006.

/s/

Mary J. Mullarkey, Chief Justice