

Sixth Judicial District
State of Colorado
La Plata, Archuleta and San Juan Counties

**AMENDED ADMINISTRATIVE ORDER 2016- 9 CONCERNING MANDATORY ELECTRONIC FILING IN
CASES IN THE SIXTH JUDICIAL DISTRICT**

Amending Administrative Order: 2016-3

Revising Administrative Orders: 08-10, 09-2, 10-8, 15-1

Whereas previous Administrative orders established an electronic filing procedure for cases filed in the Sixth Judicial District, this order modifies all previous Administrative Orders to establish a standard for filings by attorneys in all mandatory case types, Civil and Criminal. This order also applies to all filings in new and existing cases, as well as any cases or case types that may become available through electronic filing in the future.

All counsel should refer to C.R.C.P. Rule 121 and Colorado Rules of Criminal Procedure Rule 49.5 and Chief Justice Directive 11-01, for complete electronic filing requirements. All documents must clearly identify which attorney signed the document by either uploading a PDF document with signature or by signing electronically on the signature line using the following format: "/s/ attorney full name".

All documents relating to a single pleading or paper shall be filed electronically as a single transaction. For example, a motion, exhibits and related affidavits shall be filed under a single transaction. However, all related pleadings (motions, proposed order, response and reply) shall be linked when electronically filed. Failure to link related pleadings will result in rejection by the Clerk of Court. All motions shall be accompanied by a form of proposed order. Proposed orders may be filed in the same transaction but must be filed as a separate document.

All pleadings, except proposed orders, shall be filed as PDF (Portable Document Format) files. The pleadings should be converted to PDF from a word processing file so that the text of the document can be readily searched or copied. Scanned Images are discouraged, but if necessary should be scanned from word processing format at 200 DPI. Documents, including exhibits, that are of poor resolution and difficult to read will be rejected and will need to be refiled. Proposed Orders and Letters in Probate cases are to be filed in Microsoft Word format so that they can be edited by the reviewing judicial officer. Proposed orders should include the requested relief and should have a space for the court to indicate if it is granting or denying the requested relief. No color documents or signatures will be accepted; if necessary, exhibits may be in color.


All judicial rulings, opinions, orders and other communications from the Court shall be electronically filed to counsel, and jPOD (Judicial Paper on Demand) will mail these communications to parties without an attorney.

Parties Representing Themselves:

Parties who are not represented by an attorney shall continue to file documents in the traditional paper format, and the Clerk of Court shall scan and upload certain paper filed documents to jPOD. Once the documents are uploaded, the paperwork will not be retained by the Clerk's office and will be shredded. Counsel shall transmit documents to pro se parties or personally serve the parties as required.

If any person believes that they have good cause for not e-filing documents as required by this Directive, they may petition the Chief Judge for relief.

Done this 15th day of April, 2016



Gregory G. Lyman, Chief Judge