

Filing Procedures for Unrepresented Parties (pro se parties)

Unrepresented parties may file by fax or email until further notice pursuant to the following guidelines:

FAX submissions:

- Fax filings should be **faxed to 720-637-6773 and are limited to 20 pages**. If it exceeds 20 pages, please contact the clerk's office at 720-625-5150 before submitting.

EMAIL submissions:

- Email filing submissions must be sent to colosupct@judicial.state.co.us
- Submissions must be sent as an attachment to your email in PDF or Word document format. We cannot accept .jpg or any other electronic document format and we will not click on links. Your email will not be filed into your case.
- If you are filing into an existing case, you must include the case number on your document.
- If your filing requires a docket fee, you will be contacted by court staff regarding payment.
- Filing deadlines will be enforced and filing dates will be confirmed based on the date of the submission of the fax or email. A submission sent after 11:59 p.m. will be filed the next business day.

The court accepts paper submissions by unrepresented parties. Paper submissions may be mailed or hand delivered to the Colorado Supreme Court at 2 E. 14th Ave., Denver, CO 80203. The filing date for mailed documents is the date of receipt and NOT the postmark date.

NOTE: colosupct@judicial.state.co.us is for filing only; it should not be used to correspond with the court. If you have questions, need assistance or to receive a case number for a new case which was submitted by fax or email, please call the supreme court clerk's office at 720-625-5150 between 8 a.m. and 4 p.m.