



CHIEF JUDGE ORDER 2015- 5  
STATE OF COLORADO  
FIRST JUDICIAL DISTRICT

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REVISED ORDER REGARDING MANDATORY ELECTRONIC FILING FOR ALL E-FILING  
CASES VIA ICCES

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All licensed Colorado Attorneys, including those filing on behalf of municipal, county, or state agencies, as well as administrative agencies, shall electronically file and serve all documents through the Integrated Colorado Courts E-filing System (ICCES), in accordance with C.R.C.P. 121, section 1-26; C.R.C.P. 305.5; Chief Justice Directive 11-01; and all local rules and policies. The following is an all-inclusive Mandate that gives specific e-filing instructions for Domestic, District Civil, County Civil (all case types except protection orders), and Probate case types.

Parties who are not represented by an attorney shall continue to file documents in paper format. The clerk shall scan and upload those documents into jPOD but **will not** mail or serve copies to attorneys of record via ICCES. However, all scanned documents will be viewable by attorneys of record on ICCES, unless sealed by court order.

E-filing via ICCES is **not** available for the following case types:

- Juvenile
- Mental Health
- Criminal, Traffic Cases
- **County Civil** Restraining Orders

## General E-Filing Guidelines

### **Entry of Appearance/Substitution of Counsel/Withdrawal of Counsel**

An Attorney who has withdrawn from the case is no longer granted unlimited access to the file. If you need access to a case you need to file an appropriate pleading via ICCES to re-enter the case. You may contact ICCES Support for more information on performing a general search of all available court records. (See list of contact numbers below).

Guardian Ad Litem, Special Advocates, Parenting Time Coordinators, CFI (Child and Family Investigators), mediators and other appointed fiduciaries who are licensed Colorado attorneys are considered attorneys of record and are subject to mandatory electronic filing. These "Other" interested parties must contact the specific team, e.g. Domestic, Probate, District Civil, County Civil prior to filing and ask to be added to the case. (See list of contact numbers below).

Motions to Intervene require the attorney to contact the specific team prior to filing and ask to be added to the case. (See list of contact numbers below). Attorneys who represent Garnishees, Subpoenaed Parties, or "Other" interested parties who are not required to intervene, must also contact the specific team prior to filing and ask to be added to the case.

Notice of Attorney's Lien and pleadings filed by *former* counsel of record require the attorney to contact the specific team prior to filing and ask to be added to the case as an individual or as the law firm.

### **Scan Fees and Miscellaneous**

**Attorneys who choose to file pleadings in paper format** shall be assessed a fee of \$50.00 per document for the clerk to scan the pleadings into the record. If paper pleadings are received through the mail without payment, the clerk will not accept the paper filing and will return it along with a copy of this order to the attorney.

No additional fees will be charged to pro se litigants for scanning and uploading (except in Small Claims), because pro se litigants do not have access to ICCES for all e-filing case types. Counsel shall transmit documents to unrepresented parties or personally serve such parties as required by the Colorado Rules of Civil Procedure.

All judicial rulings, opinions, orders and other communications from the court to parties shall be electronically filed to counsel and copies will be mailed to unrepresented parties.

Copies of e-filed documents may be purchased from the court staff at twenty-five cents (\$0.25) per page. Additionally, all electronic cases state-wide are viewable via public access terminals at the Ralph L. Carr Colorado Justice Center at 2 East 14<sup>th</sup> Avenue in Denver Colorado 80203.

**Mandatory Document Filing Standards (These Standards apply for ALL E-filing Case Types)**

**It is the attorney's responsibility** to verify that the correct filing fees are being assessed before you submit your filing via ICCES. Failure to do so may result in the assessment of duplicate or incorrect filing fees, waiver of jury trial, waiver of transfer to district court, et cetera.

**It is the responsibility of the filing attorney** to enter a complete last known mailing address into ICCES for each party when filing a new case.

**It is the responsibility of the attorney** to provide a complete and accurate Event Type and Document Title on ALL submitted documents. e.g. Motion for Emergency Restriction of Parenting Time, would have an Event Type of "Motion" and Document Title of "Motion to Restrict Parenting Time pursuant to 14-10-129(4) CRS." ALL Proposed Orders must be titled regarding the relief being sought – e.g. "Regarding Motion for Extension of Time." The title should not say "Proposed Order" or "Order" Regarding Motion for Extension of Time as "Order:" auto-populates when the Court issues a ruling. The Event Type will indicate it is a "proposed" order.

**All exhibits and attachments must be clearly labeled on their face** and also in the Event Type and Title. Do NOT use the "Pleading Supporting Document" code for pleading attachments. Use the "Exhibits" Event Type and provide a specific Document Title, e.g. "Exhibit A to Motion to Compel and Request for Attorney Sanctions."

**It is the responsibility of the Attorney to protect the client's private information** as defined in Chief Justice Directive 05-01. Exhibits and Attachments with medical information, psychiatric reports, social security numbers, bank account numbers or credit card numbers must be filed separate from the main pleading and MUST be suppressed at the time of filing. The Document Title of the Exhibit shall identify the nature of the exhibits, e.g. Exhibit 1 – Financial information; or Exhibit H – IME Report.

Other documents or pleadings that the parties would like sealed, but which are not addressed specifically in Chief Justice Directive 05-01 or the rules of civil procedure, shall be filed "protected" along with a specific Motion and Order requesting that the documents be accepted under seal. If the Motion is denied, the document security will be changed to "public."

**Trial Documents in District Court Cases**, (Exhibit Lists; Witness Lists; Trial Management Certificates; Proposed Jury Instructions and Verdict Forms) must be e-filed prior to the start of trial and/or in compliance with the Trial Management Order. Documents filed on the day of trial or shortly before trial may not be fully accessible to the Court.

**Exhibits admitted during District Court Trials** must be clearly labeled and e-filed back into the case within 14 days after the conclusion of the trial, regardless of outcome.

**Every pleading** must be completely captioned. All documents shall be filed in 8 ½" x 11" format. Case captions shall include a space for "Court Use Only" at least 2 ½ inches in width and 1 ¾ inches in length in the upper right hand corner for placement of the court seal.

ALL pages of a single document shall be submitted in whole as a single document, UNLESS the number of pages exceeds 25 pages.

**Foreign Judgments and Foreign Decrees** require counsel to submit scanned images of the Original Exemplified Copies of the Foreign Order, Decree, and other case filings when e-filing the new case. The SEAL of the foreign jurisdiction MUST be viewable. If the Judicial Officer requests that paper originals be provided, then counsel may submit the originals during the hearing.

### **Additional Domestic Case Filing Requirements**

- Motions to Restrict Parenting Time pursuant to C.R.S. 14-10-129(4) shall be properly titled to include "Motion to Restrict Parenting Time" so that they can be identified and processed within 24 hours of filing.
- All documents requiring verification of the signature of both parties and/or counsel per C.R.C.P. 121 1-26 (8) shall be electronically filed with scanned signatures and seals. The statement "original signature on file" or "/s/" are not acceptable in these instances. Separately filed signature pages will be REJECTED as an incomplete document.
- Decrees do NOT require verification or approval signatures of counsel or the parties. Decrees are Proposed Orders and **shall be submitted in editable format**.
- Although the QDRO is a Proposed Order, it DOES require the signature of the parties. Therefore, Local Rules require the QDRO to be submitted in PDF format with scanned signatures.
- Verified Complaints for Protection Orders filed by represented parties shall be filed in electronic format, but will not be processed by the clerk until counsel appears in person before the Court.
- Rule 70 Orders, once approved by the court, will require counsel to submit in paper format the original Negotiable Instrument needed for signature by the Clerk of Court.

Per Chief Justice Directive 05-01 RE: Public Access to Records, the following Domestic pleadings shall be "Suppressed:" Separation Agreement; Parenting Plan; Permanent Orders; Sworn Financial Statements; QDROs; Support Orders, Income Assignments, and the Case Information Sheet. Special Advocate Reports, Parenting Evaluations, Custody Evaluations, Drug Screens, Paternity test results, and all medical reports, diagnosis or psychological or psychiatric evaluations MUST be suppressed electronically at the time of filing.

### **Additional District Civil Case Filing Requirements**

- Sealed cases shall be exempt from the mandatory e-filing requirement for District Court Civil cases. Documents and exhibits submitted to the Court under seal must be filed in paper format, in a sealed envelope marked "Sealed" with the case caption and the title

of the enclosed documents on the outside of the envelope. These documents will not be scanned and uploaded into ICCES.

If the action is on a promissory note or where an original document is by law required to be filed, that original document shall be presented to the court in order that the court may make a notation of the judgment on the face of the document. **Additional Probate Case**

### **Filing Requirements**

- In Jefferson County, you **MUST** file the Original Will in order to have Letters issued. We will **not** accept e-filed electronic copies.

### **Additional County Civil (Money or FED Cases Only)**

- The following Motions must be specifically titled in order to be processed properly:
  - Motions for Post-Trial Attorney's Fees shall be titled as such, not as an affidavit, and filed along with a proposed order.
  - Motions to Vacate Judgment and Dismiss with/without Prejudice should be titled as such and not as a Motion to Dismiss.
  - Stipulations shall be filed as such and not as Mutual Releases and/or Agreements.
  - Motion for Judgment on Default of Stipulation shall be filed as such and not as a Motion for Judgment or Motion for Default Judgment
- Motions for default judgment should not be filed prior to the return date.
- If a bankruptcy stay has been issued, the case will be administratively closed upon a filing of a Motion to Close Due to Bankruptcy Filing in lieu of a Motion to Hold in Abeyance and/or a Motion to Place in Suspense. The case can be reopened upon motion if relief from stay is obtained or the bankruptcy is dismissed.
- If the defendant has filed a responsive pleading and/or judgment has entered, a Motion to Dismiss is required. A Notice to Dismiss is insufficient.
- Proof of debt should be filed with the Summons and the Complaint.
- Fugitive information sheets must be filed within 7 days of the defendant's failure to appear at a contempt citation hearing or a motion requesting the issuance of a warrant will be required.
- Amendments to pleadings will not be permitted except by order of court pursuant to C.R.C.P. 315.
- All Complaints must include "a statement of claim setting forth briefly the facts and circumstances giving rise to the action" pursuant to C.R.C.P. 303(a)

### **Additional Appeals Filing Requirements**

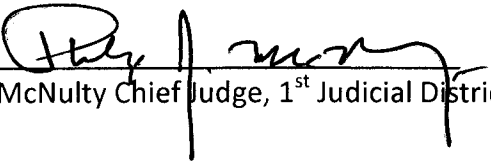
- All Appeals documents including Petitions for Writ of Certiorari and other Appeals pleadings which are required to be "served upon the clerk of the trial court" according to the Colorado Appellate Rules **MUST** be e-filed into the trial court case.

Appeals from County Court Civil cases must comply with C.R.C.P. 411.

All prior Chief Judge Orders regarding e-filing are hereby rescinded, namely Standing Orders 1-4 (4/19/06) and CJO 2013-5.

Date this 10<sup>th</sup> day of April, 2015

BY THE COURT:

  
Phillip McNulty Chief Judge, 1<sup>st</sup> Judicial District

For additional information regarding electronic filing fees, service of documents and training the Court encourages all counsel to visit the ICCES File & Service website at <https://www.jbits.courts.state.co.us/icces/web/login.htm> For technical assistance and customer service, please contact ICCES at [iccesupport@judicial.state.co.us](mailto:iccesupport@judicial.state.co.us) 1-855-CO-ICCES (1-855-264-2237 or 720-625-5670).

Contact Phone Numbers for Jefferson Combined Court Docketing Teams:

Domestic Team	(720) 772-2510
District Civil Team	(720) 772-2530
Probate Team	(720) 772-2540
County Civil Team	(720) 772-2560