



2nd Judicial District
Denver Juvenile Court
520 West Colfax, Room 125
Denver CO 80204
720-337-0570

MEMO

DATE: 3/31/2020
FROM: D. Brett Woods
Presiding Judge

RE: Temporary E-Mail Filing & Clerk's Office Operations

To Whom It May Concern,

We are distributing this memo to clarify the Presiding Judge's Order issued on 3/27/20, specifically regarding Clerk's Office hours/operations and submission of JV filings electronically via e-mail.

Clerk's Office Hours & Accessibility

Beginning April 1, the Denver Juvenile Court Clerk's Office will be adjusting our daily operations. The Clerk's Office will remain open M-F from 8am to 4pm, but with reduced access to our lobby. The door will remain locked during regular business hours; however, we will be placing a locked drop-box outside our door for paper filings. For any emergency filings or payments, please ring the door bell and staff will be there to assist you.

The following documents are considered emergency filings:

- Forthwith Motions
- Motions to Restrict Parenting Time
- Civil Protection Orders
- Motions for Contempt
- Judicial Bypass of Parental Notification

Pro-Se Self Help Center

The Pro-Se Self Help Center will remain closed, but any questions for the Self-Represented Litigant Coordinator can be submitted to 02JuvenileSelfHelp@judicial.state.co.us.

Filing Submissions Via E-Mail

Temporarily, we will allow submission via-email for certain case types and emergency filings. Submissions via e-mail must be sent to DenverJuvenileSubmissions@judicial.state.co.us. **This e-mail address may only be used for the submission of filings. DO NOT include this email address in any correspondence between parties/attorneys or for any questions to the court.** Any questions should be directed to the Clerk's Office via phone at 720-337-0570. Please do not include other parties/attorneys on your submission email, as replies and correspondence will back-up in the inbox. For service purposes, please forward your submission e-mail from your sent folder to the other parties without including DenverJuvenileSubmissions. This will prevent correspondence from backing up the inbox.

THE FOLLOWING ITEMS WILL BE ACCEPTED VIA E-MAIL:

- All D&N/EPP Filings
 - NOTE: Late Reports & Proposed Orders for hearings within 2 business days must be sent directly to the Judicial Officer with DenverJuvenileSubmissions@judicial.state.co.us CC'd on the email.
- EMERGENCY FILINGS ONLY in all other case types (Paternity/Support, JA, Truancy) including:
 - Forthwith Motions
 - Motions to Restrict Parenting Time
 - Civil Protection Orders
 - Motions for Contempt
 - Judicial Bypass of Parental Notification

All other filings must be filed in paper form via the court drop-box or via mail. All JD filings must be submitted via The Colorado Courts E-Filing System.

E-Mail Formatting & Submission

All e-mail filings MUST meet the following formatting, subject, & title standards:

- All filings must be in PDF form. (Microsoft Word documents will not be accepted)
- Each document must be a single PDF.
- Multiple filings for a case should be sent in a single e-mail with all PDF's attached.
- Each PDF filing should be titled (CASE #)(TITLE/CAPTION OF FILING)
 - Example: 20JV1234 Motion for _____
- Forthwith Motions need "FW" included at the beginning of the PDF title.
 - Example: FW 20JV1234 Motion for _____
- The subject of the email should be titled (CASE #)(HEARING DATE)(TITLE OF FILING)

- *Example: 20JV1234 - APRIL 1, 2020 - Motion for _____*
- For Forthwith filings, insert FW at the beginning of the subject
 - *Example: FW 20JV1234 - APRIL 1, 2020 - Motion for _____*
- If filed during business hours, the file date will reflect the date the e-mail and attachment were submitted. If filed outside of business hours, the file date will reflect the next business day.

We reserve the right to reject any filing that does not meeting the filing/formatting requirements above. Once the filing has been submitted, you will receive an automatic response to confirm your submission. Once the filing has been accepted and processed, you will receive a 2nd e-mail from a clerk to let you know your filing was accepted.

We understand that the current circumstances are forcing us all to adjust to our processes. This change is only temporary and is intended to reduce face-to-face contact for the safety of staff, stakeholders, agencies, and the general public. This will be re-assessed in the coming weeks. We ask that you do not take advantage of the e-mail submission accommodation. Due to court staff being reduced to a skeleton crew, we ask that your filings (both e-mail and paper) be submitted at least 24 hours in advance of your hearing/deadline to allow time for processing. Any questions that you have regarding this process should be directed to the Denver Juvenile Court Clerk's Office at 720-337-0570.

Thank you,



D. Brett Woods
Presiding Judge