



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

## **MEMO**

DATE: 10/20/2020  
FROM: D. Brett Woods  
Presiding Judge

RE: Amending Temporary E-Mail Filing

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To Whom It May Concern,

We are distributing this memo to update the previous memo that was issued 4/1/20, specifically in regards to the temporary submission of JV filings electronically via e-mail to [DenverJuvenileSubmissions@judicial.state.co.us](mailto:DenverJuvenileSubmissions@judicial.state.co.us). This is to update the process to now include accepting **Paternity and Support filings**.

Please Note: 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 regarding the filing process. Any questions should be directed to the Clerk's Office via phone at 720-337-0570.

### **THE FOLLOWING ITEMS WILL BE ACCEPTED VIA E-MAIL:**

- **All D&N/EPP Filings**
  - NOTE: Late Reports within 2 business days must be sent directly to the Judicial Officer with [DenverJuvenileSubmissions@judicial.state.co.us](mailto:DenverJuvenileSubmissions@judicial.state.co.us) CC'd on the email.
  - Proposed Orders for hearings are to be sent prior to the hearing via [DenverJuvenileSubmissions@judicial.state.co.us](mailto:DenverJuvenileSubmissions@judicial.state.co.us)
- **All Paternity and Support Filings**
- **EMERGENCY FILINGS ONLY in all other case types (JA, Truancy)** including:
  - Forthwith Motions
  - 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 Colorado Courts E-Filing System.

## **Formatting & Submission**

All e-mail filings MUST meet the following formatting & 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.
- If filed during business hours (7:30am-4:30pm), the file date will reflect the date the e-mail and attachment were submitted. If filed outside of business hours, the file date will be the next business day.

### **Email Formatting**

- The subject of the email should be titled (CASE TYPE)(CASE #)(HEARING DATE)(TITLE OF FILING)
  - *Example: Paternity and Support 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 \_\_\_\_\_*

### **PDF Formatting**

- 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 \_\_\_\_\_*

We reserve the right to reject any filing that does not meet 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 an e-mail letting you know your filing was received.

As a reminder, due to the skeleton crew staffing of the court, we ask that your filing be submitted as far in advance of the hearing/deadline as possible. 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,

A handwritten signature in blue ink, appearing to read "D. Brett Woods". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

D. Brett Woods  
Presiding Judge