

SIXTH JUDICIAL DISTRICT, STATE OF COLORADO

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ADMINISTRATIVE ORDER 2003-2

Revising Administrative Order 96-5

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REVISION OF ESTABLISHED RULES AND PROCEDURES CONCERNING STANDARD RESEARCH FEES

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This order supplements Chief Justice Directive 96-1 concerning Standard Research Fees, issued January 25, 1996.

**WHO WILL BE CHARGED THE RESEARCH FEE**

The requester is not involved in the action in this court and case specific information is requested:

Creditors	Investigators
Individuals	Military Personnel
Businesses	Government Agencies other than State of Colorado

Parties involved in a closed action in this court prior to 1991.

**WHO WILL NOT BE CHARGED THE RESEARCH FEE**

The requester is a party to an open case or other matter:

Counsel of Record	Litigants or Parties in the Action
Court Appointed Investigators	Victims
Witnesses	Media
Criminal Justice Agencies	Court Determined Indigents

(Note: Above parties, with the exception of Criminal Justice Agencies, will be charged on closed actions prior to 1990)

**PROBATE CASES**

No research fee will be assessed for information regarding a probate filing for the time period 1990 to present. Filings prior to 1990 will be charged as described below.

**SINGLE NAME SEARCH**

Each name submitted for research \$5.00 per name/per case

For cases occurring 1990 to present, the \$5.00 fee includes providing information as requested on one file retrieved for the name submitted. Additional files retrieved under the same name will require an additional \$5.00 fee per case.

**ADDITIONAL CHARGES FOR RESEARCH**

- 1) Any case archived in books \$20.00 per name/per case\*
- 2) Any case on Microfilm \$10.00 per name/per case\*

- 3) Any case on CD-ROM  
That requires written response or  
Copies of documents \$10.00 per name/per case\*
- 4) Any case in a file that requires written  
response or copies of documents \$5.00 per name/per case
- 5) Any retrieval of information that is  
on the computer where the info is  
readily available and NO written  
response or copies are requested. No charge  
2 CASES MAXIMUM
- 6) Retrieval of info that is on the computer  
on 3 cases or more \$5.00 per name/per case

6) The Court requires a \$20.00 fee per hour or any portion thereof for time to complete extensive research, preparing of a computerized listing or a report. The statutory fee of \$.75 per page will apply for the generated report. The requestor must pay a minimum of \$20.00 fee before an extensive search begins or a computerized report is generated.

\*Cost of copies, fax fees, certification, etc are not included in this amount.

**ACCEPTANCE OF PAYMENT**

The Court will accept personal checks, business checks, or cash from individuals requesting research. Statutory fees for non-sufficient funds will apply to any check received.

**COPY WORK AND CERTIFICATION FEES**

Copy work - \$.75 per page      Certification fee - \$10.00 per document  
Fax fee-\$3.00


Postage and Handling – the search results will be weighed and postage calculated as well as the cost of the appropriate mailing envelope. The requestor will pay these costs.

**WRITTEN REQUESTS**

All telephonic requests for research must be reduced to writing and mailed with a self-addressed stamped envelope along with the initial appropriate research fee in advance.

\*All fees subject to change without notice.

Dated this 24<sup>th</sup> day of April, 2003.

  
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Gregory G. Lyman      Chief Judge

xc: Clerk of Court - 6th Judicial District