

DISTRICT COURT, LARIMER COUNTY, COLORADO 201 Laporte Avenue, Suite 100 Fort Collins, CO 80521 Telephone: (970) 494-3500	
<b>ADMINISTRATIVE ORDER CONCERNING DOCUMENT FILE STAMPING (Revising and replacing Administrative Order 2000-03)</b>	<b>COURT USE ONLY</b>
<b>ADMINISTRATIVE ORDER 2019-1</b>	

The procedures set out below are to be followed for the file stamping of all pleadings (original and copies), orders, and all other documents and letters received in the Clerk of Court and/or Division Offices.

- All pleadings, including all copies, will be file-stamped in the upper right hand corner.
- Signed paper orders shall be file-stamped with the date of signing. Orders prepared by counsel and submitted with motions shall be given to the judge. The judge to whom the case is assigned can sign the order, discard the order, or direct that the order be kept on the left hand side of the file until a time certain. If the motion is denied, the judge should write denied on the motion, send a copy of the motion to counsel, and discard the order.
- Each individual document received in the clerk's office, including letters, will be file-stamped and entered on the computer. An individual document is defined as a document with a caption and title on it. Letters will be entered as an event on the computer under "LETR" with a comment added that sets out who the letter was addressed to, whom it was from, and a brief description of what it pertains to. A cover letter may be discarded after verifying the enclosure is attached.

- The following probate documents will be file-stamped upon receipt:

Acceptance of Appointment

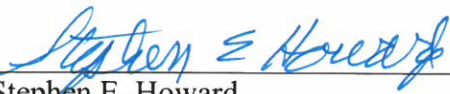
Informal Appointment

Letters

Verified Statement of Personal Representative

This order supersedes and replaces Administrative Order 2000-03 and any amendments to that order.

SO ORDERED this 14<sup>th</sup> day of January, 2019.

  
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Stephen E. Howard  
Chief Judge, Eighth Judicial District