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| <p>NINTH JUDICIAL DISTRICT, COLORADO Court Address: Garfield County Courthouse 109 Eighth St., Suite 104 Glenwood Springs, Colorado 81601</p> <p>Phone Number: 970-928-3065</p> <hr/> <p>ADMINISTRATIVE ORDER</p> | <p><input type="checkbox"/> COURT USE ONLY <input type="checkbox"/></p> |
| <p>The Honorable James B. Boyd</p> | <p>Administrative Order 2016-03</p> |
| <p>MANDATORY ELECTRONIC FILING IN CRIMINAL CASES</p> | |

Effective October 3, 2016, all new District and County Court criminal cases shall be subject to mandatory electronic filing using the State’s E-Filing system. All new filings in existing criminal cases shall also be subject to mandatory electronic filing. This includes the following case types: Criminal (CR), Misdemeanor (M), Traffic (T) and Juvenile Delinquency (JD). A paper file will not be maintained for any new cases filed on or after October 3, 2016. For earlier cases in which a paper file already exists, the paper file will not be supplemented with electronically filed documents, and at such time as the paper file is uploaded into the E-filing system, the existing file will be destroyed and no longer maintained.

All documents shall be electronically filed and served according to Rule 49.5 of the Colorado Rules of Criminal Procedure and Chief Justice Directive 11-01 as currently in effect and as they may be amended from time to time. A copy of the Rule and Directive currently in effect are attached to this order. In addition, clarification and emphasis of the Rule and Directive, the following requirements also apply:

1. All documents shall be submitted with an accurate Event Type and a complete Document Title that describes the document and the party filing it. As examples,
 - a. “Defense Motion to Suppress Vehicle Search” is a sufficient document title.
“Motion” is not.
 - b. “Defense Exhibit A, Expert Smith Report” is a sufficient document title.
“Exhibit” or “Exhibit A” is not.
 - c. “Proposed Order: Motion to Suppress Vehicle Search” is a sufficient document

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title. "Proposed Order" is not.

2. All documents relating to a single pleading or other filing shall be e-filed as separate documents but as a single filing submission. For example, a motion shall be filed as the principal document; exhibits to the motion shall be filed as "exhibit" attachments within the same submission; and a proposed order shall be filed as a separate proposed order within the same submission. A proposed editable order must be submitted with all motions.

3. All related pleadings (motion, proposed order, response and reply) shall be linked when electronically filed.

4. All proposed orders shall be submitted in editable format. Proposed orders not so filed will be rejected by the Clerk's office. Documents shall be uploaded into the E-filing system in a manner that allows the Court to copy and paste text and to use enhanced search functions within the document.

5. All pleadings requiring an attorney's signature must identify clearly by name and registration number the attorney(s) who signed the document. This information should not be placed in a proposed order, whether in the case caption or elsewhere.

6. Except as set forth here, documents shall not be filed in open court and will not be accepted in open court absent a finding of good cause by the presiding judge. Entries of Appearance and Motions to Withdraw are examples of documents that must be e-filed and shall not be filed in open court. Documents that, by their nature, are created during court proceedings may be accepted for filing in open court. Plea agreements, protection orders and hearing and trial exhibits are examples of documents that will usually be appropriate for submission in open court. The presiding judge may order some documents submitted in open court to be later e-filed. Admitted and tendered trial and hearing exhibits are examples.

7. Documents submitted for *in camera* review will continue to be submitted in paper format until further notice. A separate Notice of Submission of Documents for *In Camera* Review shall be simultaneously filed electronically.

8. All judicial rulings, opinions, orders and other written communications from the Court shall be electronically filed.

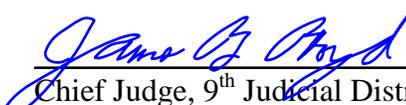
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9. Parties without counsel may file documents in paper form. Upon approval of the Chief Judge, Court-sponsored programs without present access to e-filing, such as pretrial services, may file documents in paper format. Court staff shall scan and upload documents into the E-filing system. No additional fees shall be charged to self-represented litigants or approved court-sponsored programs for scanning and uploading.

10. As provided in Rule 49.5, after notice to an attorney that all future documents are to be e-filed, the Court will charge a fee of \$50 per document for the service of scanning and uploading a document filed in paper form.

Effective October 3, 2016.

BY THE COURT



Chief Judge, 9th Judicial District