

Administrative Order  
Mandatory E-Filing in Civil and Domestic Cases

18-2

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Having obtained permission of the Chief Justice pursuant to C.R.C.P. 121, §1-26 (13) and C.R.C.P. 305.5(o), effective immediately all new cases and pleadings filed in Civil district court and county court cases (CV, C) and Domestic Relations (DR) cases, including all post-decree matters, shall be subject to mandatory electronic filing using the E-Filing system mandated by the Supreme Court of the State of Colorado.

Documents shall be electronically filed and served in accordance with C.R.C.P. 121 and C.R.C.P. 305.5, and Chief Justice Directive 11-01.

Documents must clearly identify which attorney(s) signed the document.

Parties not represented by counsel may file documents in paper format, and court staff shall scan and upload such documents into the E-Filing system. Because *pro se* litigants do not have access to electronic filing, no additional fees shall be charged to *pro se* litigants for scanning and uploading.

Counsel licensed by the Colorado Supreme Court to practice in Colorado shall subscribe to the E-Filing system and are subject to mandatory electronic filing. As provided in C.R.C.P. 121, Section 1-26, after notice to an attorney that all future documents are to be e-filed, the court may charge a fee of \$50 per document for the service of scanning and uploading a document filed in paper form.

Counsel shall transmit documents to *pro se* litigants or shall personally serve such parties as required by the Colorado Rules of Civil Procedure.

All judicial rulings, opinions, orders and other written communications from the Court shall be electronically filed and served upon counsel and *pro se* parties.

Filing requirements specific to Domestic Relations (DR):

- A. All documents requiring verification of the signatures of both parties and/or counsel shall be electronically filed with scanned signatures. The statement "original signature on file" is not acceptable.
- B. For purposes of this Order a Guardian *ad Litem* is considered counsel of record and subject to mandatory electronic filing.

So ordered this 13<sup>th</sup> day of July, 2018.



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Deborah R. Eyler  
Chief Judge

# Supreme Court of Colorado

2 EAST 14TH AVENUE  
DENVER, CO 80203

NATHAN B. COATS  
CHIEF JUSTICE

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## SUPREME COURT OF COLORADO OFFICE OF THE CHIEF JUSTICE

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### ORDER

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#### CONCERNING MANDATORY E-FILING FOR THE 10<sup>TH</sup> JUDICIAL DISTRICT

Pursuant to the authority vested in the Chief Justice and upon request for permission pursuant to C.R.C.P. 121, §1-26 (13) and C.R.C.P. 305.5(o) made by the Honorable Deborah R. Eyler, Chief Judge of the 10<sup>th</sup> Judicial District, permission is granted by me to mandate E-filing for district court civil cases, county court civil cases and domestic relations cases filed in the 10<sup>th</sup> Judicial District effective immediately.

Done at Denver, Colorado this 18<sup>th</sup> day of July, 2018, *nun pro tunc* to July 13, 2018.



Nathan B. Coats  
Chief Justice, Colorado Supreme Court