

**ORDER
CONCERNING THE
ELECTRONIC FILING OF
EXHIBITS**



**CHIEF JUDGE
ADMINISTRATIVE ORDER
2014-03**

Pursuant to Chief Justice Directive 11-01, Amended October 1, 2012, all exhibits submitted in an electronically filed case “must be submitted through the E-Filing system.” CJD 11-01, V. This includes exhibits for trial and hearings unless the trial court enters a case management order directing otherwise. In all courts in the 12th Judicial District, the following provisions shall govern the filing of exhibits unless the presiding judge directs otherwise:

1. When e-filed, all trial exhibits or other exhibits shall be identified by number or letter and by a descriptive title of what the exhibit purports to be.
2. A stipulated list of exhibits shall be filed with the court after the conclusion of every trial where there is at least one attorney involved in the case and where the exhibits have been e-filed.
 - a. At the conclusion of a trial or hearing the attorney for each side, or party, if one party is unrepresented, shall confer and agree on what exhibits were offered at trial and what exhibits were admitted at trial.
 - b. The responsible attorney (as defined in 2.c. below) shall prepare a stipulated list of the offered and admitted exhibits and both attorneys or the attorney and unrepresented party, as the case may be, shall sign the list, indicating they stipulate to it. The responsible attorney shall e-file the stipulated exhibit list within seven (7) days after the conclusion of the trial.
 - c. The responsible attorney is:
 - i. In a civil case: the plaintiff’s attorney, unless the plaintiff is unrepresented, then the defendant’s attorney;
 - ii. In a domestic relations case: the petitioner’s attorney, unless the petitioner is unrepresented, then the respondent’s attorney;
 - iii. In a probate case: the attorney for the personal representative, unless the personal representative is unrepresented, then any other attorney involved in the case. If more than one other attorney is involved in the case, the court will assign a “responsible” attorney.
 - iv. In a water case: the attorney for the applicant, unless the applicant is unrepresented, then the attorney for the State and Division Engineers, unless the State and Division Engineers are unrepresented, then any other attorney involved in the case. If more than one other attorney is involved in the case, the court will assign a “responsible” attorney.
 - d. This requirement does not apply when both, or all, parties are unrepresented. When all parties to a trial or hearing are unrepresented, the presiding judge will

keep a list of offered and admitted exhibits which the presiding judge will e-file at the conclusion of the trial or hearing.

3. All self-represented parties are directed to contact the Court's Self-Represented Litigant Coordinator (at 719-589-7652) to discuss the preparation and filing of exhibits for trials and hearings.

DONE this 19th day of March 2014.

BY THE COURT:



Pattie P. Swift
Chief Judge – 12th Judicial District