



IN THE 13th JUDICIAL DISTRICT
IN AND FOR THE STATE OF COLORADO

SECOND AMENDED ORDER & NOTICE REGARDING ELECTRONIC FILING IN DISTRICT COURT & COUNTY COURT CASES

2021-17

The following guidelines apply to all district court civil (CV), domestic relations (DR), probate (PR), and juvenile (JV) cases filed in the 13th Judicial District and any other district court or county court case class for which electronic filing (e-filing) becomes available. Effective immediately, clerks of court will accept pleadings filed in CV, DR, PR, and JV cases and any other district court or county court case class for which e-filing is or becomes available only if the pleadings are filed in compliance with this Order. Clerks of court shall refuse pleadings or documents not conforming to this Order.

All counsel shall e-file all pleadings, motions, briefs, exhibits, and other documents using the Colorado Courts E-Filing system (CCE). As CCE and e-filing are or become available to pro se parties for any district court or county court case classes, pro se parties shall e-file all pleadings, motions, briefs, exhibits, and other documents using CCE. Otherwise, pro se litigants may continue to file documents in paper format. However, once CCE becomes available to pro se litigants for e-filing for any district court or county court case classes, pro se litigants will no longer be able to e-mail pleadings or documents to clerks of court for those case types for which CCE is available and clerks of court shall reject e-mailed pleadings or documents and will direct the e-mailing pro se litigant to submit the documents via CCE.

In accordance with Colorado Rules of Civil Procedure 121(c) section 1-26, counsel and pro se parties who use CCE shall e-file and electronically serve (e-serve) all pleadings, motions, briefs, affidavits, exhibits, and all other documents using CCE. Pleadings with electronic signatures must indicate the person responsible for the pleading and must also indicate the original attorney or pro se party signature is on file and available for inspection upon request. Printed copies of e-filed documents shall not be filed with the court unless ordered by the court.

Pursuant to Colorado Rules of Civil Procedure 121(c), section 1-26(8), for DR decrees, separation agreements, and parenting plans, original signature pages bearing the signatures of attorneys, parties, and notaries must be scanned and e-filed. For all other e-filed or e-served documents, signatures of attorneys, parties, witnesses, notaries, and notary stamps may be in s/name typed form to satisfy signature requirements, once the necessary signatures have been obtained on a paper form of the document.

For PR cases, the will shall be scanned and submitted with the application or petition. The pro se petitioner or counsel for petitioner must either lodge the original will with the court or comply with Colorado Uniform Electronic Wills Act, found at Colorado Revised Statutes title, 15, article 11, part 13, before the court will issue letters. Pursuant to Colorado Rules of Civil Procedure 121(c), section 1-26(8), for all e-filed and e-served documents, signatures of attorneys, parties, witnesses, notaries, and notary stamps maybe in s/name typed form to satisfy signature requirements, once the necessary signatures have been obtained on a paper form of the documents.

All e-filed documents relating to a single pleading will be filed electronically as separate documents but as a single transaction. For example, a motion shall be filed as a main document, while exhibits and other related documents shall be filed as supporting documents. Please review Chief Justice Directive 11-01 for statewide e-filing standards. All proposed orders shall be submitted in the same transaction but shall be a separate document. Proposed orders shall not be scanned but shall be submitted in an editable format. The caption of proposed orders shall not contain the information of the attorney or pro se party who submitted the proposed order. Neither shall a proposed order contain the word, "proposed," or similar such words preceding the order title in the caption. All returns of service shall be filed electronically with the court.

Once CCE and e-filing become available to pro se parties for any district court or county court case class, pro se parties shall e-file all pleadings, motions, briefs, exhibits, and other documents using CCE. However, pro se parties may continue to file documents in paper format until CCE and e-filing become available for the pro se party's case class. Once CCE becomes available to pro se litigants for e-filing in CV, DR, PR, or JV case types or for any other district court or county court case classes, pro se litigants may no longer e-mail pleadings or documents to clerks of court for those case types for which CCE is available and clerks of court will direct the e-mailing pro se litigant to submit the documents via CCE. Counsel and pro se parties shall transmit documents to opposing parties or personally serve opposing parties as required by the applicable rules of procedure or as required by statute.

In all district court or county court case classes, judicial rulings, opinions, orders, and other communication from the court shall be e-filed to counsel and pro se parties with CCE accounts or sent via the United States Postal Service via

CCE. The only exception to this is in a case of CCE notification of undeliverable pleadings and orders. In this instance the sending party shall mail the pleadings or orders to the pro se party's address on file with the sending party. The sending party will contact the court to confirm with the court the pro se litigant's most recent address.

CCE will mail judicial rulings, opinions, orders, and other communication from the court to the address on record for pro se parties who do not have a CCE account. Pro se litigants are required to keep the court advised of the pro se litigant's current address.

For additional information regarding e-filing, fees, service of documents, and training, the court encourages counsel to visit the CCE website at <https://www.courts.state.co.us/Administration/Unit.cfm?Unit=efile> and pro se parties to visit the CCE website at <https://www.courts.state.co.us/Administration/Unit.cfm?Unit=efilenoty>. For technical assistance and customer service please contact CCE Support at efilingssupport@judicial.state.co.us or 1-855-264-2237. Pro se litigants, please contact 720-625-5800, efilingssupport@judicial.state.co.us or your local court.

Done this 19th day of October, 2023.

A handwritten signature in black ink, appearing to read "Carl S. McGuire III". The signature is written in a cursive style with a horizontal line at the end.

CARL S. McGUIRE III
Chief Judge
13th Judicial District