

Combined Court, Kit Carson County, Colorado 251 16 <sup>th</sup> Street, Suite 301 Burlington, CO 80807	▲ COURT USE ONLY ▲
Combined Court, Morgan County, Colorado 400 Warner Street Fort Morgan, CO 80701	
Combined Court, Logan County, Colorado 110 N. Riverview Road, Room 205 Sterling, CO 80751	
Combined Court, Phillips County, Colorado 221 S. Interocean Ave. Holyoke, CO 80734	
Combined Court, Sedgwick County, Colorado Third and Pine Julesburg, CO 80737	
Combined Court, Washington County, Colorado PO Box 455 Akron, CO 80720	
Combined Court, Yuma County, Colorado 310 Ash Street, Ste. L Wray, CO 80758	
<b>ADMINISTRATIVE ODRER NO. 2013-          ORDER AND NOTICE REGARDING ELECTRONIC FILING          DISTRICT COURT CIVIL, DOMESTIC RELATIONS AND PROBATE</b>	

The following guidelines shall apply to all district court court civil cases filed in 13<sup>th</sup> Judicial District Courts effective March 1, 2013. After this date, the Clerk of Court will only accept **district court civil (CV), domestic relations (DR), and probate (PR)** pleadings filed electronically. All counsel shall electronically file all pleadings, motions, briefs, exhibits and other documents using the E-System (ICCES). Cases filed prior to the commencement date shall begin to file all new documents in these cases electronically as of March 1, 2013.

- 1) All counsel shall electronically file and serve, in accordance with C.R.C.P. 121 §1-26, all pleadings, motions, briefs, affidavits, exhibits, and all other documents using the E-System, as set forth in that Practice Standard. Pleadings with electronic signatures must indicate which original attorney signature is on file and verified as the attorney responsible for the pleading. Printed copies of electronically filed documents shall not be filed with the court unless ordered by the court.

- 2) Pursuant to C.R.C.P. 121, Section 1-26(8), for domestic relations decrees, separation agreements, and parenting plans, original signature papers bearing the attorneys', parties', and notaries' signatures must be scanned and E-Filed. For all other E-Filed and 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.
- 3) For will probate cases, the original will shall be scanned and submitted with the application or petition. The original will must be lodged with the court before the issuance of letters. Pursuant to C.R.C.P. 121, Section 1-26(8), for all E-Filed and 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 documents.
- 4) Documents filed under seal shall be so designated at the time of filing with the E-System. If documents to be filed under seal have nevertheless been determined to be exempt from the Order pursuant to the procedures set forth in C.R.C.P. 121, Section 1-26(1), all such documents and exhibits submitted to the Court under seal shall be filed in paper format, in a sealed envelope marked "Sealed".
- 5) All documents relating to a single pleading or paper should 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. See Chief Justice Directive # 11-01 for size and graphics standards. All proposed orders shall be submitted in the same transaction but shall be a separate document. **PROPOSED ORDERS SHALL BE SUBMITTED IN AN ORIGINAL WORD OR WORD PERFECT FORMAT (NOT SCANNED).** All returns of service shall be filed electronically with the court.
- 6) A party who is not represented by an attorney may continue to file documents in the traditional paper format, and the Clerk of Court will scan and upload these documents to the E-System. Counsel shall transmit documents to unrepresented parties or personally serve such parties as required by the Colorado Rules of Procedure.
- 7) In all district court civil, domestic relations, and probate cases, all judicial rulings, opinions, orders, and other communication from the court shall be electronically filed to counsel, and the E-System will mail these communications to unrepresented parties. The only exception to this is in the case of ICCES

notification of undeliverable pleadings and orders. In this instance the moving party shall mail the pleading or order and provide notice to the court.

8) The clerk may refuse pleadings not conforming to this Order.

For additional information regarding electronic filing, fees, service of documents, and training, the Court encourages all counsel to visit the ICCES website at the Colorado State Courts website, or [www.court.state.co.us/icces](http://www.court.state.co.us/icces). For technical assistance and customer service, please contact ICCES customer service at 855-CO-ICCES (855-264-2237).

Dated and signed this 29<sup>th</sup> day of July, 2013.



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Michael K. Singer  
Chief Judge, 13<sup>th</sup> Judicial District