

CHIEF JUDGE DIRECTIVE 08-01  
FOURTEENTH JUDICIAL DISTRICT  
STATE OF COLORADO

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CONCERNING MANDATORY ELECTRONIC FILING IN ALL DOMESTIC RELATIONS (DR) DISTRICT COURT CIVIL CASES IN THE FOURTEENTH JUDICIAL DISTRICT	ORDER
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The Fourteenth Judicial District hereby implements the following mandatory electronic filing order effective July 1, 2008. This order shall apply to all filings by attorneys in any Domestic (DR) cases and applies to filings in new cases as well as existing cases. Upon the effective date of this order, the Clerk of Court will only accept documents filed by attorneys in these case types that are filed electronically. All counsel shall electronically file all pleadings, motions, briefs, exhibits and other documents using LexisNexis or any service provider subsequently approved by the Colorado Supreme Court.

Sealed and suppressed cases shall be exempt from the mandatory electronic filing requirement. Documents and exhibits submitted to the Court under seal must be filed in paper format, in a sealed envelope marked "Sealed" with the case caption and the title of the enclosed documents on the outside of the envelope. These documents will not be scanned and uploaded into LexisNexis upon approval of said request by a judge.

All documents shall be electronically filed and served in accordance with CRCP 121, § 1-26 and Chief Justice Directive 2005-02. Counsel should consult both sources for complete rules and instructions regarding electronic filing rules and procedures. Documents with electronic signatures must indicate which original attorney signature is on file and verified as the attorney responsible for the document. Printed copies of electronically filed documents shall not be filed with the court.

All documents relating to a single pleading or paper may be filed electronically 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 within the same transaction. A proposed form of order shall accompany any motion. All proposed orders shall be submitted in the same transaction as the motion, but as a separate, related document and shall be electronically filed in Microsoft Word or Word Perfect format so that it is modifiable (not scanned or otherwise filed in PDF format). All returns of service shall be filed electronically. All related pleadings (motion, proposed order, response and reply) shall be linked to other related pleadings when electronically filed. Failure to link related pleadings will result in significant delays in processing orders and may result in the transaction being rejected.

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

Parties not represented by counsel may file documents in paper format. Court staff shall scan and upload documents into LexisNexis. Because *pro se* litigants do not have access to electronic filing, no additional fees shall be assessed to *pro se* litigants for scanning and uploading. Counsel shall transmit documents to *pro se* litigants or shall personally serve such parties as required by Colorado Rules of Civil Procedure. *Pro se* parties remain responsible for serving filed documents on opposing parties or their counsel.

Unless otherwise provided by pretrial order, parties are expected to confer regarding stipulations for admissibility of exhibits.

#### **Exhibits for Parties with an Attorney**

At least seven days prior to hearing or trial each party shall submit all of their proposed exhibits to LNFS.

⌚ The exhibits shall be pre-marked; Petitioner shall use numbers and Respondent shall use letters.

⌚ The exhibits shall be filed as ONE TRANSACTION, if possible, titled *Petitioner's or Respondent's Proposed Exhibits*. If there are too many exhibits to fit within one transaction on LNFS, the exhibits may be filed in sequentially numbered groups titled in the following example format: *Proposed Exhibits—Group 1—Exhibits 1 – 50, Group 2—Exhibits 51-99*.

⌚ Each exhibit shall be a separate item within the transaction. In other words, although there will be one PDF file per exhibit; there may be many PDF files within the transaction.

⌚ The format for naming each exhibit in LNFS is *Petitioner's Exhibit 1 or Respondent's Exhibit A*.

⌚ Exhibits that are color photographs should be uploaded in color. The court may not admit exhibits that are black and white scanned copies of color photographs unless such exhibits are clear.

⌚ For large demonstrative exhibits, an image of the exhibit shall be tendered. Audio or video exhibits should be addressed at a pretrial status conference but provision for uploading of the exhibit should be anticipated.

⌚ There are exhibits such as negotiable instruments where the original paper document may need to be tendered to the court and parties should anticipate those exceptional circumstances.

In appropriate cases, the court may require each party to provide the court with a CD or thumb drive containing their exhibits. This issue shall be addressed at a status hearing prior to the trial.

Finally, on the date of the hearing or trial, each party shall provide both the court and opposing counsel with a notebook containing paper copies of the proposed exhibits.

**Exhibits for Parties that are Pro Se**

Provision for tender and uploading of exhibits from pro se parties will be addressed at the pretrial conference.

Filing requirements specific to Domestic Relations (DR) cases:

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.

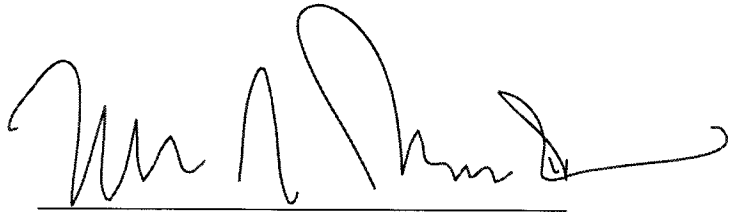
B. A Guardian *ad Litem* is considered counsel of record and subject to mandatory electronic filing. Special advocates and mediators shall not electronically file their documents, even if they are licensed attorneys, due to the sensitive nature of their reports. All such documents shall be filed in paper format after the filing party has dispersed the documents to all appropriate parties. Court staff will upload such documents and seal them accordingly.

C. Foreign Child Support Orders may be filed in paper format.

Additional Information:

The LexisNexis File & Serve web site, [www.fileandserve.lexisnexis.com](http://www.fileandserve.lexisnexis.com), provides additional information regarding electronic filing computer requirements, fees, service of documents and training opportunities. LexisNexis File and Serve Denver customer service representatives may be contacted at (888) 529-7587 for technical assistance and to schedule free training.

Done this 1st day of July, 2008.



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Michael A. O'Hara, III  
Chief Judge