Chief Judge Order 2016-01
Fourteenth Judicial District
State of Colorado

CONCERNING MANDATORY ELECTRONIC FILING IN ALL CRIMINAL, MISDEMEANOR, TRAFFIC & JUVENILE DELINQUENCY CASES IN THE FOURTEENTH JUDICIAL DISTRICT	ORDER

The Fourteenth Judicial District hereby implements this mandatory electronic-filing and paper-on-demand order effective January 25, 2016. This order shall apply to all Criminal, Misdemeanor, Juvenile Delinquency, and Traffic case types. It applies to all documents filed by attorneys in new cases as well as existing cases, including all pleadings, motions, briefs, exhibits and other documents. It also applies to all judges and staff of the Fourteenth District. A paper file will not be created or maintained for any new cases filed on or after January 25, 2016. In cases filed prior to this date in which a paper file already exists, all documents filed on or after January 25, 2016 shall be filed electronically. The paper file will not be supplemented with electronically filed documents; all new documents filed in these cases will exist electronically only.

Documents shall be electronically filed and served in accordance with Colorado Rules of Criminal Procedure 49.5 and Chief Justice Directive 11-01 as currently in effect and as subsequently amended. This Rule and Directive outline how pleadings shall be electronically filed and served, and how original documents are maintained by counsel.

All documents relating to a single pleading may be filed electronically as a single transaction; for example, a motion, exhibits and related affidavits may be filed within the same submission but as separate documents.

All related pleadings (motion, proposed order, response and reply) shall be linked when electronically filed. Failure to link related pleadings will result in significant delays in processing orders.

Proposed orders shall be filed with any motion, and may be submitted within the same transaction as the motion and other documents; however, proposed orders must be separate documents and cannot be combined with a motion. Parties shall not upload proposed orders into the electronic filing system in any manner that prevents the Court from copying or pasting text or employing enhanced search functionality within the document. All proposed orders shall be submitted in editable format (Word or WordPerfect); proposed orders scanned or filed in PDF format shall be rejected by the Clerk's office.

Documents may be filed under seal with the prior permission of the Court (e.g., for *in camera* review) using the security status of "sealed."

All returns of service shall be electronically filed with the Court.

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

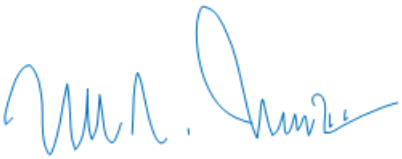
After January 25, 2016, the Clerk of Court may accept paper filings from attorneys and scan and upload the document to the E-System provider. After notice to an attorney that all future documents are to be electronically filed, the Court will charge a fee of $50.00 per document for the service of scanning and uploading a document filed in paper form, pursuant to Rule 49.5.

If any person believes that s/he has good cause for not electronically filing documents as required by this Directive, they may petition the Chief Judge for relief.

Parties representing themselves: Parties who are not represented by an attorney shall continue to file documents in the traditional paper format, and the Clerk of Court shall scan and upload such documents into the electronic filing system. No additional fees shall be charged to self-represented litigants for scanning and uploading. Service of any document shall occur as required by the Colorado Rules of Criminal Procedure.

The Court Clerk's Office will print Court documents upon request; established copy charges will apply.

Done this 6th day of January, 2016.



Michael A. O'Hara, III, Chief Judge
Fourteenth Judicial District