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| COUNTY COURT, WELD COUNTY, STATE OF COLORADO Court Address: 901 9th Avenue, Greeley, CO 80631 Mailing Address: P.O. Box 2038, Greeley CO 80632-2038 | |
| ADMINISTRATIVE ORDER NO. 06 – 13 | EFILED Document – District Court 2006CV1 CO Weld County District Court 19th JD Filing Date: Dec 7 2006 8:40AM MST Case Number: 0612078 CV 01 Division: 1 |
| ORDER AND NOTICE REGARDING ELECTRONIC FILING (COUNTY COURT CIVIL) | |

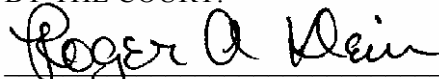
The following guidelines shall apply to all new filings and pleadings in county court civil suits seeking money damages and FED cases filed in the County Court of the 19TH Judicial District effective January 2, 2007. After this date, the Clerk of Court will only accept county court civil (C) pleadings filed electronically in money and FED cases. All counsel shall electronically file all pleadings, motions, briefs, exhibits and other documents using LexisNexis File & Serve (LNFS). Cases filed on or after November 7, 2006 shall be considered electronic and all pleadings shall be filed electronically.

- 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 LexisNexis File & Serve service. 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.
- 2) 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. All proposed orders shall be submitted in the same transaction but shall be a separate document. *Proposed orders shall be submitted in Word or Word Perfect format (not scanned).* All returns of service shall be filed electronically with the court.
- 3) A party who is not represented by an attorney shall continue to file documents in the traditional paper format, and the Clerk of Court will scan and upload these documents to LexisNexis File & Serve. Counsel shall transmit documents to unrepresented parties or personally serve such parties as required by the Colorado Rules of procedure.
- 4) Originals of promissory notes, checks or other negotiable instruments shall be paper filed with the court prior to the return date on the summons. All paper filings must have correct case number and return date when paper filed with the court and must include a self addressed stamped envelope. Those original documents will be returned with a notation on the face of the document upon entry of judgment.
- 5) In all county court civil cases, all judicial rulings, opinions, orders and other communications from the court shall be electronically filed to counsel, and LexisNexis File and Serve will mail these communications to unrepresented parties.

For additional information regarding electronic filing, fees, service of documents, and training, the Court encourages all counsel to visit the LexisNexis File & Serve website at <http://www.lexisnexis.com/fileandserve>. For technical assistance and customer service, please contact LexisNexis File & Serve customer service at (888) 529-7587.

Dated and signed this 7th day of December, 2006.

BY THE COURT:



Roger A. Klein
 Chief Judge, 19TH Judicial District