

District Court, Weld County, State of Colorado Court Address: 901 9 th Avenue, Greeley, CO 80631 Mailing Address: P.O. Box 2038, Greeley, CO 80632-2038	<p style="text-align: center;">▲ COURT USE ONLY ▲</p> Case Number: 2020 CV 01 Division 1
ADMINISTRATIVE ORDER NO. 2020-14	
ORDER AUTHORIZING THE FILING OF DOCUMENTS VIA EMAIL IN DEPENDENCY AND NEGLECT CASES UNTIL ELECTRONIC FILING IS AVAILABLE THROUGH CCE AND JPOD	

WHEREAS there are established standards for electronic filing set forth in CJD 11-01, Directive Concerning Statewide Electronic Filing Standards; and

WHEREAS the statewide electronic filing system includes cases from several categories, including "CR", "CV", "DR", and "PR", but does not presently include the "JV" case class which includes dependency and neglect ("D&N") cases; and

WHEREAS attorneys representing the Weld County Department of Human Services ("Department"), as well as attorneys representing respondent parents, intervenors, children, and other parties in D&N proceedings, desire to have the ability file documents in D&N cases via email because of the unavailability of electronic filing in the "JV" case class; and

WHEREAS the practice of filing documents in D&N cases through email exists in other Colorado judicial districts under designated protocols; and

WHEREAS Phase 1 of the Judicial Paper on Demand ("JPOD") for JV cases is now in place allowing the court to create an electronic file and process documents on the court side, but Phase 2, which is the attorney side of the electronic filing system, Colorado Courts E-Filing ("CCE"), has not yet been finalized;

IT IS THEREFORE ORDERED that in the District Courts of the 19th Judicial District, until CCE is available to attorneys for D&N cases, attorneys shall be permitted to file and complete service of documents in D&N cases and the Clerk of Court or designee shall accept such filings in accordance with the following procedures:

1. **Format.** Pleadings and documents for filing should be attached separately, including exhibits or other attachments to the email that is sent to 19DN@judicial.state.co.us. All pleadings and documents must conform to the requirements of C.R.C.P. 10. All pleadings and documents transmitted by email must be legible. It is the filing party's responsibility to confirm any pleading or document attached to an email for filing and service conforms to this policy. Please include the case number and division in the subject line of the e-mail.

2. **Electronic Signatures.** All pleadings must be signed as set forth in C.R.C.P. 121 §§1-26 (1)(f),(8) using either an electronic signature or a scanned signature.

3. **Paper Copy Retained.** A printed or printable copy of any pleading filed by email shall be maintained as set forth in C.R.C.P 121 §1-26 (7).

4. **Service.** Pleadings must be served pursuant to C.R.C.P. 5 on all attorneys and unrepresented parties. Service by email is presumed acceptable unless a party objects in writing. Attorneys and unrepresented parties shall include their mailing and email addresses on all pleadings.

5. **Multiple Documents.** Each pleading or document (including exhibits or other attachments to a pleading) for the same case must be attached to the transmittal email as a separate attachment. Documents shall not be transmitted by link (e.g. Dropbox) or bulk file (e.g. zip file). No attached document shall exceed 25MB in size. Please do not file documents for more than one case in a single email, but instead, please send a separate email for each case.

6. **Email Address for Court.** Pleadings and documents shall be emailed to the 19th Judicial District Court, with copies to all other parties as required, using the following email address: 19DN@judicial.state.co.us

7. **Processing and Verification.** The clerk shall, upon receipt of an email pleading or document, upload the pleading in the electronic case management system within 48 hours of receipt, which will also populate Eclipse (so that the register of actions is complete and correct). The filing party will receive an auto-generated response that will confirm receipt of the filing(s). Please do not contact the court to check on the status of a filing within the first forty-eight hours of filing, unless you did not receive the auto-response. The "date filed" stamped copy shall suffice as the court's original pleading. The party initiating the filing is responsible to ensure that the scanned, "date filed" stamped copy of any pleading or document is complete and accurate. In order to reduce the possibility of transmitting confidential, sealed or other restricted material to an inappropriate recipient, the filing clerk shall NOT be required to "reply to all" when returning the "filed" stamped document – the party initiating the filing shall be responsible for any further distribution of the "date filed" stamped copy to the other parties.


8. **Suppressed/Sealed and Other Special Filings.** The party filing by email any pleading or document that is required to be filed as a suppressed, sealed, or otherwise restricted filing (e.g. psychological evaluation of a party) shall be responsible for clearly specifying the nature of the filing in the email. **Parties are cautioned that transmission of personal and/or confidential information via email presents a security risk and that manual filing of documents containing such information is more appropriate.**

9. **Effective Date and Duration of Order.** This Order shall be effective April 14, 2020 and shall remain in full force and effect until electronic filing is available in JV cases through CCE, unless modified or withdrawn by the Chief Judge of the 19th Judicial District. This Order shall expire automatically and without further notice or action upon the date CCE is available for JV cases in the 19th Judicial District.

10. **Report to Chief Judge.** The 19th Judicial District D&N Team and Clerk of Court will evaluate this policy and its use in D&N cases and provide the Chief Judge with any recommended changes or modifications.

Date: April 14, 2020

BY THE COURT



James F. Hartmann
Chief Judge, 19th Judicial District