

TWENTY-SECOND JUDICIAL DISTRICT  
DOLORES AND MONTEZUMA COUNTIES

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ADMINISTRATIVE ORDER 2011-004

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ORDER REGARDING E-FILING PROCEDURE

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WHEREAS, the Court's Order Mandating E-Filing in Certain Case Types, Administrative Order 001-09, established the requirement that all District Court civil and probate actions filed on or after January 1, 2010 must be e-filed, and all District Court domestic cases filed on or after July 1, 2010 must be e-filed, and

WHEREAS, the Order Mandating E-Filing in Certain Case Types also stipulated "If a party is pro se, the Court will scan such documents for e-filing," and

WHEREAS, to increase efficacy and efficiency, the Court recognizes the need for a more detailed procedure regarding pro se filings in e-filed cases,

THEREFORE, the following procedure and requirements shall be utilized regarding pro se filings in civil, probate, and domestic cases in the Twenty-Second Judicial District:

EXCEPTIONS TO THIS ORDER

This Order does not affect or alter Administrative Order 001-09's requirement that attorneys must utilize e-filing in civil and probate cases filed on or after January 1, 2010 and domestic cases filed on or after July 1, 2010. This Order also does not affect or alter e-filing requirements for attorneys as prescribed in Rule 121, Section 1-26 of the Colorado Rules of Civil Procedure.

The procedure and requirements of this Order shall not apply to wills, codicils, and notes. These documents shall be filed with the Court in paper format, and the Court shall place said documents in their respective case files to be kept according to normal Court practice.

SIZE AND FORMAT LIMITATIONS OF PRO SE FILINGS

Pro se filings that are in physical paper format, whether submitted in-person or via mail, shall not exceed 25 pages in length per transaction.<sup>1</sup> If a pro se party wishes to submit a single transaction/filing that is more than 25 pages in length, that filing must be in electronic format. Documents with original signature pages (like separation agreements and parenting plans) must be scanned by the party and submitted in PDF (Adobe Portable Document Format) or Group 4 Multi-Page TIFF (Tagged Image File Format) formats.<sup>2</sup> Proposed orders must be in an editable

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<sup>1</sup> See Chief Justice Directive 05-02, Directive Concerning Electronic Document Format Under CRCP 121, 1-26, May 17, 2005.

<sup>2</sup> See Colorado E-File Best Business Practices, Feb. 28, 2006, at 4.

format (like Word or WordPerfect).<sup>3</sup> The size limit for each document filed in electronic format is 1.5 megabytes.<sup>4</sup>

PRO SE FILINGS SUBMITTED IN-PERSON

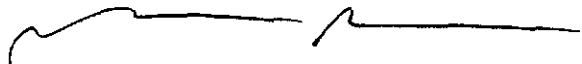
All filings submitted in-person by pro se parties at Montezuma and Dolores District Courts shall be scanned by the court clerk or deputy court clerk into the e-file system while the pro se party waits. The clerk shall return all documents to the pro se party after those documents have been scanned into the e-file system.

PRO SE FILINGS SUBMITTED BY MAIL


All filings submitted via mail by pro se parties at Montezuma and Dolores District Courts shall be scanned by the court clerk or deputy court clerk into the e-file system as soon as practicable after receipt. All pro se documents received by mail and scanned into the e-file system shall be stored by the Court for a period of no more than thirty (30) days. The pro se party may appear in-person at the clerk's office and take possession of the documents at any time during those thirty days. Alternatively, the pro se party may include a Self-addressed Stamped Envelope (SASE) with the original submission to allow the clerk to return the documents. Envelopes returned because of insufficient postage or other defects will not be resent by the Court, but documents contained therein will be stored as if a SASE was not included. If the pro se party does not include a SASE and does not appear in-person to take possession of the documents within thirty (30) days of filing, the documents shall be destroyed.

This Order shall be effective April 18, 2011.

APPROVED AND SIGNED on April 5, 2011.

  
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Douglas S. Walker  
Chief Judge, Twenty-Second Judicial District

- x.c. Montezuma County Attorneys ✓
- District Court Administrator ✓
- Court Clerks ✓
- Court Staff ✓

Date: 4/6/11 By: 

<sup>3</sup> See Committee Comment to C.R.C.P. 121, § 1-26.  
<sup>4</sup> Chief Justice Directive 05-02, *supra* note 1, at FN1 ("1.5 megabytes may be equivalent to approximately 50 pages of plain, typed text or 25 pages of scanned information.").