

THE TWENTY-SECOND JUDICIAL DISTRICT: DOLORES AND MONTEZUMA  
COUNTIES

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ADMINISTRATIVE ORDER 2015-03

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CONCERNING MANDATORY E-FILING IN CRIMINAL CASES

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Effective May 4, 2015, all new District and County Court criminal cases, filed in this District, shall be subject to mandatory electronic filing using the State's E-Filing system. This includes the following case types: CR, M, T, and JD. No paper files will be created or maintained for the following case types: CR, M, T, and JD filed on or after May 4, 2015.

All documents filed after May 4, 2015 in cases filed prior to that date, shall be filed electronically. Beginning on May 4, 2015, the Clerks of Court will begin scanning and uploading to the e-filing system, documents in pending cases. Once the Court has completed scanning and e-filing all pending cases, the Clerk will begin scanning and uploading documents from all closed cases which were originally filed on or after January 1, 2015. Once a case has been completely scanned into the e-file system, the Clerks of Court will not maintain any paper file on those cases which have been uploaded into the e-file system.

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.

Documents must clearly identify which attorney(s) signed the document.

All documents relating to a single pleading or other filing may be filed electronically as a separate document but as a single filing submission. For example: a motion shall be filed as


the principal document while exhibits to the motion shall be filed as attachments within the same submission. Parties shall not upload documents into the E-Filing system in any manner that prevents the Court from copying/pasting text or employing enhanced search functionality within the document. All proposed orders shall be submitted in editable format and will be rejected by the Clerk's office if they are not. The submission of documents for an *in camera* review will continue to be done in paper format until further notice.

All judicial rulings, opinions, orders and other written communications from the Court shall be electronically filed.

Parties not represented by counsel, the probation department and any non-attorney governmental agency such as Pre-Trial Services may file documents in paper format. Court staff shall scan and upload documents into the E-Filing system. No additional fees shall be charged to *pro se* litigants or the above described agencies for scanning and uploading. Once Probation has access to the system and the ability to directly file electronically, the probation department will be required to e-file documents.

The Clerk of the Court may accept paper filings from attorneys whose primary area of practice is outside the 22<sup>nd</sup> Judicial District. After notice to an attorney that all future documents are to be e-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 Rue 49.5.

SO ORDERED on this 1<sup>st</sup> day of May, 2015,



Douglas S. Walker  
Chief Judge, 22<sup>nd</sup> Judicial District