



## **FIFTH JUDICIAL DISTRICT, STATE OF COLORADO**

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<b>MANDATORY ELECTRONIC FILING</b>	)	
<b>OF CERTAIN COUNTY COURT CIVIL</b>	)	<b>ORDER 11-05</b>
<b>CASE TYPES</b>	)	

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As part of the e-filing system and to facilitate a “paper on demand” environment, the following guidelines shall apply to all Money, and Forcible Entry and Detainer (FED) Civil (C) cases filed in the county courts of the Fifth Judicial District effective January 1, 2012.

After January 1, 2012, use of the e-filing system is mandatory for all County Court Civil (C) Money, and Forcible Entry and Detainer (FED) case types. Attorneys shall electronically file all pleadings, motions, briefs, garnishments and other documents using LexisNexis File and Serve. Use of e-filing for all other County Court Civil case types remains voluntary at this time.

Scanned exhibits shall be separate from the summons and complaint in order to comply with redacting requirements. All garnishments to be issued by the Clerk will be filed electronically on cases filed after January 1, 2012.

Pursuant to the Colorado Rules of County Court Civil Procedure, Rule 305.5(o), “Where E-Filing is mandatory, the court may thereafter accept a document in paper form and the court shall scan the document and upload it to the E-Service provider. After notice to an attorney that all future documents are to be E-Filed, the court may charge a fee of \$50 per document for the service of scanning and uploading a document filed in paper form. Where E-Filing and E-Service are mandatory, the Chief Judge or appropriate judicial officer may exclude pro se parties from mandatory E-Filing requirements.”

Pro se (self-represented) parties will be permitted to submit paper pleadings and exhibits to the Court. The Court’s staff will scan and upload such documents to the e-filing system at no charge to the pro se party.


If a request is made to the Court for a paper document from an electronically filed case, the Register of Actions will be printed out from the LexisNexis “Case History,” and the requesting party asked to specifically identify the document they wish to see. Paper copies of documents contained in the electronic file will be produced only when requested.

If a paper copy of a document from an electronic file is created, that document will then be printed for the requesting party. \$.75 per page will be charged only if the requesting party wishes to keep the document. There is no charge if the requesting party only wished to view the document.

Additional Information:

The LexisNexis File and Serve website [www.lexisnexis.com/fileandserve.com](http://www.lexisnexis.com/fileandserve.com) provides additional information regarding electronic filing computer requirements, fees, service of documents and training opportunities. Please call (888) 529-7587 for LexisNexis File and Serve customer service.

Done at Eagle, Colorado this 2<sup>nd</sup> day of December 2011.

  
R. THOMAS MOORHEAD  
Chief Judge