

**RULE CHANGE 2023(14)**  
**COLORADO RULES OF CIVIL PROCEDURE**

## Rule 10. Form and Quality of Pleadings, Motions and Other Documents

(a) - (c) [NO CHANGE]

**(d) General Rule Regarding Paper Size, Format, and Spacing.** All documents filed after the effective date of this rule, including those filed through the E-Filing System under C.R.C.P. 121(1-26), shall meet the following criteria:

(1) *Paper.* Where a document is filed on paper, it shall be on plain, white, 8 ½ by 11 inch paper (recycled paper preferred).

(2) *Format.* All documents shall be legible. They shall be printed on one side of the page only (except for E-Filed documents).

(I) *Margins.* All documents shall use margins of 1 ½ inches at the top of each page, and 1 inch at the left, right, and bottom of each page. Except for the caption, a left-justified margin shall be used for all material.

(II) *Font.* No less than twelve (12) point font shall be used for all documents, including footnotes.

(III) *Case Caption Information.* All documents shall contain the following information arranged in the following order, as illustrated by paragraphs (e) and (f) of this rule, except that documents issued by the court under the signature of the clerk or judge should omit the attorney section as illustrated in paragraphs (e)(2) and (f)(2). Individual boxes should separate this case caption information; however, vertical lines are not mandatory. On the left side:

Document title (the document title may instead be included as a centered line at the bottom of the caption).

Court name and mailing address.

Name of parties.

Name, address, and telephone number of the attorney or pro se party filing the document. Fax number and e-mail address are optional.

Attorney registration number.

~~Document title.~~

On the right side:

An area for “Court Use Only” that is at least 2 ½ inches in width and 1 ¾ inches in length (located opposite the court and party information).

Case number, division number, and courtroom number (located opposite the attorney information above).

Centered at the bottom of the caption:

Document title (the document title may instead be included as the top line on the left side of the caption).

(3) - (4) [NO CHANGE]

**(e) Illustration of Preferred Case Caption Format:**

(1) *Preferred Caption for Documents Initiated by a Party.*

[Designation of Court from subsection (g) below]

Court Address:

**Plaintiff(s):**

*[Substitute appropriate party designations & names]*

v.

**Defendant(s):**

Attorney or Party Without Attorney:

Name:

Address:

Phone Number:

FAX Number:

E-mail:

Atty. Reg. #:

**▲ COURT USE ONLY ▲**

Case Number:

Div:

Ctrm.:

Case Number:

**NAME OF DOCUMENT**

(2) *Preferred Caption for Documents Issued by the Court Under the Signature of the Clerk or Judge.*

[Designation of Court from subsection (g) below]

Court Address:

**Plaintiff(s):**

*[Substitute appropriate party designations & names]*

v.

**Defendant(s):**

**▲ COURT USE ONLY ▲**

Case Number:

Div.:

Ctrm.:

**NAME OF DOCUMENT**

**(f) Illustration of AlternativeOptional Case Caption.**

*(1) Optional Caption for Documents Initiated by a Party.*

NAME OF DOCUMENT

[Designation of Court from subsection (g) below]

Court Address:

**Plaintiff(s):**

v.

*[Substitute appropriate party designations & names]*

**Defendant(s):**

**▲ COURT USE ONLY ▲**

Attorney or Party Without Attorney:

Name:

Address:

Phone Number:

FAX Number:

E-mail:

Atty. Reg. #:

Case Number:

Div.:

Ctrm.:

**NAME OF DOCUMENT**

*(2) Optional Caption for Documents Issued by the Court Under Signature of the Clerk or Judge.*

NAME OF DOCUMENT

[Designation of Court from subsection (g) below]

Court Address:

**Plaintiff(s):**

[Substitute appropriate party designations & names]

v.

▲ COURT USE ONLY ▲

Defendant(s):

Case Number:

Div.:

Ctrm.:

NAME OF DOCUMENT

(g) - (h) [NO CHANGE]

(i) **State Judicial Pre-Printed or Computer-Generated Forms.** Forms approved by the State Court Administrator's Office (designated "JDF" or "SCAO" on pre-printed or computer-generated forms), forms set forth in the Colorado Court Rules, volume 12, C.R.S., (including those pre-printed or computer-generated forms designated "CRCP" or "CPC" and those contained in the appendices of volume 12, C.R.S.), and forms generated by the state's judicial electronic system, "ICON," shall conform to criteria established by the State Court Administrator's Office with the approval of the Colorado Supreme Court. Such forms, whether preprinted or computer-generated, shall employ a form of caption similar to those contained in this rule, ~~contain check-off boxes for the court designation, have at least a 9-point font,~~ and 1 inch left margin, ½ inch right and bottom margins, and at least 1 inch top margin, except that for forms designated "JDF" or "SCAO" the requirement of at least 1 inch for the top margin shall apply to forms created or revised on and after April 5, 2010.

COMMENTS

2001 [Amendment]

[1] This rule sets forth forms of case captions for all documents that are filed in Colorado courts, including both criminal and civil cases. The purpose of the form captions is to provide a uniform and consistent format that enables practitioners, clerks, administrators, and judges to locate identifying information more efficiently. Judges are encouraged in their orders to employ a caption similar to [one of the options](#) ~~that~~ found in paragraphs (e) [and \(f\)\(2\)](#).

[2] ~~[RESERVED] The preferred case caption formats for documents initiated by a party is found in paragraph (e)(1). The preferred captions for documents issued by the court under the signature of a clerk or judge is found in paragraph (e)(2). Because some parties may have difficulty formatting their documents to include vertical lines and boxes, alternate case caption formats are found in paragraphs (f)(1) and (f)(2). However, the box format is the preferred and recommended format.~~

[3] – [4] [NO CHANGE]

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(II) *Font.* No less than twelve (12) point font shall be used for all documents, including footnotes.

(III) *Case Caption Information.* All documents shall contain the following information arranged in the following order, as illustrated by paragraphs (e) and (f) of this rule, except that documents issued by the court under the signature of the clerk or judge should omit the attorney section as illustrated in paragraphs (e)(2) and (f)(2). Individual boxes should separate this case caption information; however, vertical lines are not mandatory. On the left side:

Document title (the document title may instead be included as a centered line at the bottom of the caption).

Court name and mailing address.

Name of parties.

Name, address, and telephone number of the attorney or pro se party filing the document. Fax number and e-mail address are optional.

Attorney registration number.

On the right side:

An area for "Court Use Only" that is at least 2 ½ inches in width and 1 ¾ inches in length (located opposite the court and party information).

Case number, division number, and courtroom number (located opposite the attorney information above).

Centered at the bottom of the caption:

Document title (the document title may instead be included as the top line on the left side of the caption).

(3) - (4) [NO CHANGE]

**(e) Illustration of Preferred Case Caption Format:**

(1) *Preferred Caption for Documents Initiated by a Party.*

[Designation of Court from subsection (g) below]

Court Address:

**Plaintiff(s):**

*[Substitute appropriate party designations & names]*

v.

**Defendant(s):**

Attorney or Party Without Attorney:

Name:

Address:

Phone Number:

FAX Number:

E-mail:

Atty. Reg. #:

**▲ COURT USE ONLY ▲**

Case Number:

Div:

Ctrm.:

Case Number:

**NAME OF DOCUMENT**

(2) *Preferred Caption for Documents Issued by the Court Under the Signature of the Clerk or Judge.*

[Designation of Court from subsection (g) below]

Court Address:

**Plaintiff(s):**

*[Substitute appropriate party designations & names]*

v.

**▲ COURT USE ONLY ▲**

**Defendant(s):**

Case Number:

Div.: Ctrm.:

**NAME OF DOCUMENT**

**(f) Illustration of Alternative Case Caption.**

*(1) Optional Caption for Documents Initiated by a Party.*

NAME OF DOCUMENT

[Designation of Court from subsection (g) below]

Court Address:

**Plaintiff(s):**

v.

*[Substitute appropriate party designations & names]*

**Defendant(s):**

**▲ COURT USE ONLY ▲**

Attorney or Party Without Attorney:

Case Number:

Name:

Address:

Phone Number:

Div.:

Ctrm.:

FAX Number:

E-mail:

Atty. Reg. #:

*(2) Optional Caption for Documents Issued by the Court Under Signature of the Clerk or Judge.*

NAME OF DOCUMENT

[Designation of Court from subsection (g) below]

Court Address:

**Plaintiff(s):**

*[Substitute appropriate party designations & names]*

v.



**Defendant(s):**

Case Number:

Div.:

Ctrm.:

**(g) - (h)** [NO CHANGE]

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## COMMENTS

### 2001 [Amendment]

[1] This rule sets forth forms of case captions for all documents that are filed in Colorado courts, including both criminal and civil cases. The purpose of the form captions is to provide a uniform and consistent format that enables practitioners, clerks, administrators, and judges to locate identifying information more efficiently. Judges are encouraged in their orders to employ a caption similar to one of the options found in paragraphs (e) and (f).

[2] [RESERVED]

[3] – [4] [NO CHANGE]

**Amended and Adopted by the Court, En Banc, November 13, 2023. Effective immediately.**

**By the Court:**

**Richard L. Gabriel  
Justice, Colorado Supreme Court**