

PROTOCOL
FOR COMPLIANCE WITH 7th JUDICIAL DISTRICT
ADMINISTRATIVE ORDER AO 2005-05 DATED 10/19/05
RELATING TO CJD 05-01, COLORADO JUDICIAL DEPARTMENT
PUBLIC ACCESS TO COURT RECORDS POLICY

In addition to all of the case types that are already limited access, Domestic Relations and Probate cases will be limited access. Only a party to a case or their attorney of record may have access to the file.

In all case types, the following documents shall be placed in an envelope by the party filing the document in the court file:

- Answers to Interrogatories
- CBI criminal background check reports
- Draft opinions, notes or internal memos
- Drug/Alcohol treatment information
- Genetic tests, HIV/AIDS testing information
- Juror questionnaires
- Medical, mental health, sociological and intelligence testing
- Paternity tests

It is the responsibility of the party filing the documents to place them in envelopes. If parties fail to provide the envelope the Clerk of Court or CPO will assure this is accomplished. The party name(s), case number and title of the document shall be written on the outside of the sealed envelope & the date that the document(s) was received shall be stamped on the outside of the envelope.

Traffic, Infraction and Misdemeanor cases:

When new cases are entered, Social Security Numbers, if provided, will be entered into the Colorado Judicial Department computer system. After the SSN's have been entered in the computer system, the SSN's shall be blacked out on the original tickets.

If a request for a document from a limited access file or access to a case is filed, the Clerk of Court (Clerk) will assure the certificate of mailing with addresses is filled out correctly. The Clerk will give a preliminary research and copy cost estimate to the party requesting the document. Research fee times will be broken down into no less than 15 minute times. Copy costs are \$.75/\$1.50 per page for all including attorneys and media with no exceptions. If seven(7) working days following the request no objection to access is filed by any party to the case the Clerk shall complete the process to provide the document(s) requested or for access to the file and determine the exact fee. The Clerk will notify the requesting party of the completion of the process and collect the mandatory fee prior to file access or the document being provided.

If an objection is received prior to completion of the process, the file will be given to the judge/magistrate assigned to the case for action. If access is granted, the Clerk will complete the process as above. If access is denied notice will be provide to the requesting party.