

7<sup>th</sup> Judicial District  
State of Colorado  
Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel Counties

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**ADMINISTRATIVE ORDER 2008-05 - CONCERNING MANDATORY ELECTRONIC FILING IN ALL DISTRICT COURT CIVIL (CV); DOMESTIC RELATIONS (DR), PROBATE (PR) CASES and COUNTY COURT CIVIL (C) IN THE SEVENTH JUDICIAL DISTRICT AND PROVIDING CASE TYPE IMPLEMENTATION DATES.**

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The Seventh Judicial District hereby implements mandatory e-filing effective JANUARY 1, 2009. This order shall apply to filings by attorneys in all District Court Civil (CV) and County Court Civil (C) on January 1, 2009; for Domestic Relations (DR) on March 1, 2009; and for Probate (PR) and Water (CW) cases May 1, 2009. It applies to filings in new cases as well as existing cases. Upon the effective date list above in this order, the Clerk of Court will only accept documents filed by attorneys in these case types that are filed electronically. All counsel shall electronically file all pleadings, motions, briefs, exhibits and other documents using LexisNexis.

If any person believes that they have good cause for not e-filing documents as required by this Directive, they may petition the Chief Judge for relief.

This order does not apply to any filings by special districts or Dstraint Warrants.

Sealed and suppressed cases shall be exempt from the mandatory filing requirement for District Court Civil cases. Documents and exhibits submitted to the Court under seal must be filed in paper format, in a sealed envelope marked "Sealed" with the case caption and the title of the enclosed documents on the outside of the envelope. These documents will not be scanned and uploaded into LexisNexis.

All counsel should refer to C.R.C.P. Rule 121 § 1-26 and Chief Justice Directive 06-01 II. c. iv. for the complete electronic filing requirements. The Rule outlines how pleadings shall be electronically filed and served, and how original documents are maintained by counsel.

All documents relating to a single pleading or paper may be filed electronically as a single transaction. For example, a motion, exhibits and related affidavits may be filed under a single transaction. However, all related pleadings (motion, proposed order, response and reply) shall be linked when electronically filed. Failure to link related pleadings will result in significant delays in processing orders.

All proposed orders shall be submitted separately from the pleading and shall be submitted in Word format (not scanned or otherwise filed in PDF format). All returns of service shall be electronically filed with the Court.

In all District Court Civil cases, all judicial rulings, opinions, orders and other communications from the Court shall be electronically filed to counsel, and LexisNexis will mail these communications to parties without an attorney.

**Parties Representing Themselves:**

Parties who are not represented by an attorney shall continue to file documents in the traditional paper format, and the Clerk of Court shall scan and upload certain paper filed documents to LexisNexis. Counsel shall transmit documents to pro se parties or personally serve the parties as required by the Colorado Rules of Civil Procedure.

**Additional Information:**

During the initial phase of implementation (six months maximum) of electronic filing, the Clerk of the Court, except in Gunnison Combined and Ouray Combined Courts which will go to POD on January 1, 2009, will continue to maintain a complete paper file on all cases. The LexisNexis web site, [www.lexisnexis.com/fileandserve](http://www.lexisnexis.com/fileandserve), provides additional information regarding electronic filing computer requirements, fees, service of documents and training opportunities. LexisNexis customer service representatives may be contacted at (888) 529-7587 for technical assistance and to schedule free training.

Done this 22<sup>nd</sup> day of October 2008.

**/s/ Original on file**

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J. Steven Patrick  
Chief Judge

XC: 7<sup>TH</sup> JD Attorneys  
7<sup>th</sup> JD Judges  
7<sup>th</sup> JD Clerks of Court