

TWENTY-FIRST JUDICIAL DISTRICT, MESA COUNTY, COLORADO

ADMINISTRATIVE ORDER 15-11

In domestic relations and probate cases filed on or after January 1, 2016, all licensed Colorado attorneys shall electronically file and serve all documents through the Integrated Colorado Courts E-filing System (ICCES), in accordance with C.R.C.P. 121 §1-26; C.R.C.P 305.5; Chief Justice Directive 11-01; and all local rules and policies. The following are specific e-filing instructions for the 21st Judicial District.

Document Filing Standards

Pursuant to C.R.C.P. 121, §1-26(8), for all e-filed and e-served documents, signatures of attorneys, parties, witnesses, notaries and notary stamps may be in the S/ Name typed form to satisfy signature requirements, once the necessary signatures have been obtained on a paper form of the document.

Filing attorneys shall:

Verify that all the correct filing fees are paid before submitting a filing via ICCES;

Enter a complete last known mailing address into ICCES for each party when filing a new case;

Include all party information including dates of birth and social security numbers when opening a new dissolution or allocation of parental responsibilities case;

Provide a complete and accurate Event Type and Document Title on ALL submitted documents, *e.g.*, "Motion for Emergency Restriction of Parenting Time," not "Motion." ALL proposed orders must be titled regarding the relief being sought, *e.g.*, "Order Regarding Motion for Extension of Time," not "Order" or "Proposed Order;"

Clearly label exhibits and attachments on their face and also in the Event Type and Title. Do NOT use the "Pleading Supporting Document" code for attachments. Use the "Exhibits" Event Type and provide a specific Document Title that references the main pleading, *e.g.*, "Exhibit A to Motion to Modify Parenting Time;"

E-file all trial exhibits in compliance with the Case Management Order or prior to trial, whichever is sooner. A paper copy of e-filed exhibits will be required at all trials and hearings. Documents filed on the day of the trial or shortly before trial may not be fully accessible to the Court;

When filing a Foreign Judgment or Foreign Decree, submit scanned images of the Original Exemplified Copies of the Foreign Order, Decree and other case filings when e-filing the new case. The SEAL of the foreign jurisdiction MUST be viewable.

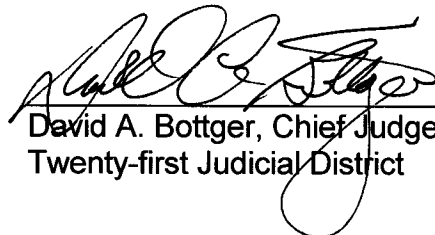
In probate cases the court requires the original will to be paper filed prior to the issuance of letters. The will shall be scanned and submitted with the application.

In probate cases, it is the responsibility of the filing attorney to provide names and current addresses for all interested parties when opening a new estate or protected proceedings case.

Parties who are not represented by an attorney shall continue to file documents in paper format. The Clerk's Office shall scan and upload documents into JPOD but will not mail or serve copies to attorneys of record via ICCES. All scanned documents will be viewable on ICCES, unless sealed by the court.

Done this 10th day of December, 2015.

BY THE COURT:



David A. Bottger, Chief Judge
Twenty-first Judicial District