

**ORDER AND NOTICE REGARDING ELECTRONIC FILING**

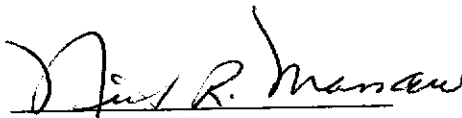
Effective May 1, 2005, the following guidelines will apply to all cases brought under Rule 120 of the Colorado Rules of Civil Procedure which are filed in Mesa County District Court on or after May 1, 2005.

- 1) All counsel shall electronically file and serve, in accordance with C.R.C.P. 121 Section 1-26, all pleadings, motions, briefs, affidavits, exhibits, proposed orders and all other documents using the LexisNexis File & Serve service. Pleadings with electronic signatures must indicate which original attorney signature is on file and verified as the attorney responsible for the pleading. Printed copies of electronically filed documents shall not be filed with the Court.
- 2) Documents filed under seal are exempt from this Order. All documents and exhibits submitted to the Court under seal shall be filed in paper format, in a sealed envelope marked "sealed" with the case number on it. They may not be filed electronically.
- 3) All proposed orders shall be submitted in the same transaction but shall be a separate document. Proposed orders shall be submitted in Word format, and not scanned. All returns of service shall be electronically filed with the Court.
- 4) A party who is not represented by counsel shall continue to file documents in the traditional paper format, and the Clerk of Court will, unless the volume of material makes it inappropriate, scan and upload these documents to LexisNexis File & Serve. Counsel shall transmit documents to unrepresented parties or personally serve such parties as required by the Colorado Rules of Civil Procedure.
- 5) Plaintiff shall provide a copy of this Order to all other parties who enter an appearance, and shall electronically file certification of service within 15 days following the entry of appearance.
- 6) In all Rule 120 cases, all judicial rulings, opinions, orders and other communication from the Court shall be electronically filed to counsel, and LexisNexis File and Serve will mail these communications to unrepresented parties.

For additional information regarding electronic filing, fees, service of documents, and training, the Court encourages all counsel to visit the LexisNexis File & Serve website at <http://www.lexisnexis.com/fileandserve>. For technical assistance and customer service, please contact LexisNexis File & Serve at (888)529-7587.

Dated and signed this 15th day of February, 2005.

BY THE COURT:



Nicholas R. Massaro  
Chief Judge, 21<sup>st</sup> Judicial District