

Court of Appeals

STATE OF COLORADO
Ralph L. Carr Judicial Center
2 East 14th Avenue
DENVER, COLORADO 80203
(720) 625-5000

Alan M. Loeb
Chief Judge

August 4, 2017 Policy on Citation to the Record Adopted pursuant to C.A.R. 28(e)

Effective August 4, 2017, there will be a new file structure for electronic records filed in the Court of Appeals by the District Courts. In the electronic record provided to the parties, there will be a folder entitled Court File that contains all public documents and all documents that may be suppressed to the public but that are accessible to the parties to the appeal and the appellate courts; a folder entitled Transcripts; and folders entitled Trial and Hearing Exhibits. *Because the record provided to the parties contains both public and suppressed documents it is suppressed and is only for use by the parties and may not be shared with non-parties.* Non-parties wishing to view the public documents contained in the referring court record will need to contact the Court of Appeals Clerk's office to review a folder containing only publicly accessible documents.

Citation Format:

The citation formats provided in this policy promote readability and assist the court in accurately reviewing the record. Citation to the record must be in the format set forth in this policy. Parties are not permitted to remove spaces or underline spaces within the record citation to reduce the word count. Citations without spacing or with underlining are difficult to read and decipher.

Electronic Records:

For cases with electronic records that were filed prior to July 1, 2017, or that contain a suppressed record folder, please see the citation format at the end of this policy.

When a record is in electronic format, reference should be made by first identifying the electronic folder and then by reference to the pdf page number. The following formats must be used:

Court File: (containing the public and suppressed documents from the referring court):
Court File or CF, p #

Transcript: TR (date), p # or p #:line number (line number if less than a page)*
Example: TR 12/31/17, p 25:15-20; TR 12/31/17, pp 30:8-32:15.

Exhibits: EX (trial, preliminary, motions), p #

Supplemental Records: Supp should be placed in front of the type (e.g. Supp CF, p #)

Sealed Items: Seal, p #

Paper Records:

The same basic format is used when a record is provided in all or part in a paper format, except that the designation “P” should proceed the citation unless the citation is to an envelope or binder. The following formats must be used:

Court File: PCourt File or PCF, Volume or Vol #, p #

Transcript: PTR (date), p # or p #:line number (line number if less than a page)*

Example: PTR 12/31/17, p 25:15-20; PTR 12/31/17, pp 30:8-32:15.

Exhibits: (Volume or Vol) or (Envelope or Env) or (Binder or B) #, EX #, p # (if page number is available)

Suppressed Items (including items sealed with access to counsel): PSupr, (Volume or Vol) or (Envelope or Env) or (Binder or B), p # (if page number is available)

Supplemental Records: PSupp should be placed in front of the type (e.g., PSupp CF, Vol #, p #)

Electronic Records filed prior to July 1, 2017:

Electronic records filed before July 1, 2017, differ because Court File does not contain any suppressed documents—they are in a separately labeled folder. If the record you are citing has a separate suppressed folder, please use this format:

Court File: Court File or CF, p #

Transcript: TR (date), p # or p #:line number (line number if less than a page)*

Example: TR 12/31/17, p 25:15-20; TR 12/31/17, pp 30:8-32:15

Exhibits: EX #, p #

Suppressed Items: Supr, p #

Supplemental Records: Supp should be placed in front of the type (e.g., Supp Court File, p #)

Sealed Items: Seal, p #

*Line numbers are no longer required for citations to transcripts of a page or more.