

DISTRICT COURT, DENVER COUNTY,
STATE OF COLORADO

Court Address: 1437 Bannock Street, Room 256
Denver, CO 80202

STANDING ORDER

▲ COURT USE ONLY ▲

**ORDER REGARDING MANDATORY ELECTRONIC FILING FOR DISTRICT
COURT DOMESTIC CASES**

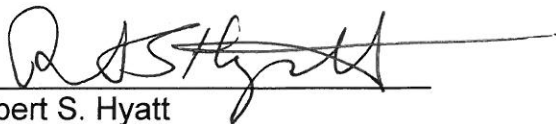
Effective January 1, 2013, all cases, pleadings and documents filed in District Court Domestic cases in the 2nd Judicial District Court, Denver District Court shall be subject to mandatory electronic filing.

- 1) All counsel shall electronically file and serve, in accordance with C.R.C.P. 121, Section 1-26, and Chief Justice Directive 11-01, all pleadings, motions, affidavits, attachments, and all other documents, including advisory copies of documents filed in other courts, using the Integrated Colorado Courts E-Filing System (ICCES). 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) Pleadings filed in paper format on or after January 1, 2013 will not be accepted by the Clerk of Court; the paper filing will be returned, along with a copy of this order, to the attorney. If the attorney chooses to file the pleadings in paper, the Clerk will charge a fee of \$50.00 **per document** to scan the pleadings into the record. This fee will be assessed for every document filed in paper by the attorney.
- 3) Parties who are not represented by an attorney presently do not have access to ICCES and shall continue to file documents in paper format. The clerk shall scan and upload those documents to ICCES. No fees will be charged to *pro se* litigants for scanning and uploading. Electronic documents may be viewed in the Clerk's office.
- 4) All documents shall conform to the caption requirements in Rule 10 C.R.C.P.
- 5) If a document is e-filed using any security status other than "Public", the submitting attorney must state specific authority for limiting access to the document.

For additional information regarding electronic filing fees, service of documents and training the Court encourages all counsel to visit the State Court website at <http://www.courts.state.co.us> and click on the ICCES link.

Dated this 17th day of October, 2012.

BY THE COURT:

A handwritten signature in black ink, appearing to read 'R. S. Hyatt', written over a horizontal line.

Robert S. Hyatt
Chief Judge, 2nd Judicial District