

## SUPREME COURT OF COLORADO

### Office of the Chief Justice

#### DIRECTIVE CONCERNING ASSESSMENT OF COURT FEES AND COSTS

##### I. Waiver of Court Fees

- a. Court Fees.** All docketing fees, additional fees of clerks of court charged pursuant to §13-32-104, (1)(b)-(k), C.R.S., including certifying a copy of any record, proceeding, or paper on file, E-Filing and E-Service fees shall be waived for: the State of Colorado, all state or Judicial agencies, including the attorney general, public defender, Office of the Alternate Defense Counsel and its contract attorneys, Office of Respondent Parents' Counsel and its contract attorneys, and Office of the Child's Representative and its contract attorneys, or other representatives of any of the above listed entities or contract attorneys, institutions, and political subdivisions thereof. A "political subdivision" of the state means any governmental organization formed and operating under the laws of this state and includes every county; city and county; city; town; district, including any special district, school district, fire protection district, or improvement district; and authority, including any highway authority, regional transportation authority, housing authority within this state, or a Colorado district attorney's office.

The waiver above shall not apply unless the individual identifies himself or herself as an attorney or other representative of one of the above-listed entities at the time of the request.

- b.** Docketing fees are waived for wage-and-hour claimants that prevail before the Colorado Department of Labor and Employment's Division of Labor Standards and Statistics that file a certified copy of any citation, notice of assessment, or order imposing wages due, fines, or penalties pursuant to §8-4-113(2), C.R.S. Docketing fees are also waived for an employee or dependent who files a certified copy of an award pursuant to §8-43-408(3), C.R.S. Filings pursuant to this paragraph shall not be treated as foreign judgments. Additional fees of clerks of court charged pursuant to §13-32-104(1)(b)-(k), C.R.S. shall be waived for those filers who are found to be indigent pursuant to Chief Justice Directive 98-01. The provisions of this section shall apply whether the party is represented or not.

**II. Fees and Costs Excluded from Waiver.** Jury fees, and the costs involved in preparing appeals, the record on appeal, or any transcript of evidence or testimony in

the record shall be charged against the State of Colorado, all state agencies, institutions, and political subdivisions thereof at the rate set by statute, rule or order of the court. Federal agencies seeking waiver of the fees of this CJD must present the legal authority for such waiver.

### **III. Assessment of Fees and Costs for Retrieval of a Case File; Document Research and Redaction; Copies; and Scanning.**

- a. Case File Retrieval.** A fee may be charged for retrieval of a case file to recoup the costs of court employee time and resources for the actual cost of retrieving the case file if located off-site. All retrieval fees shall be waived for criminal justice agencies, as defined in §16-20.5-102(6), C.R.S., and persons determined to be indigent.
- b. Name Search.** A fee of up to \$5.00 may be charged for a name search to be completed for court records and any verification of the existence or non-existence of a court record. The fee shall be waived for litigants, counsel of record, victims, witnesses, and the media if the request concerns a case file located on-site. All name search fees shall be waived for criminal justice agencies, as defined in §16-20.5-102(6), C.R.S., and persons determined to be indigent.
- c. Document Research and Redaction.** If review or research, including redaction of documents, is required to provide the information requested, a fee may be assessed at the rate of \$30.00 per hour to recoup the costs of court employee time and resources; however, there shall be no charge for the first hour expended in connection with research and redaction.
- d. Copies, and Scanning.**

- i. Court Copies.**

- Filed papers.** Filed papers are a copy (electronic, printed, photocopy, etc.) of documents from the official court record. A fee of \$.25 per page (\$.50 if double-sided) may be charged for filed papers.

- A maximum fee of \$15.00 may be charged for parties to their case, and their attorneys, regardless of the number of pages. There is no maximum fee for non-parties.

- Unfiled papers.** Unfiled papers are a copy (electronic, printed, photocopy, etc.) of documents that are not official court records. A fee of \$ .25 per page (\$ .50 if double-sided) may be charged for unfiled papers.

