

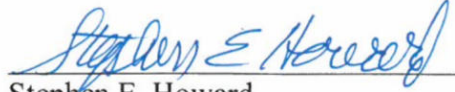
DISTRICT COURT, LARIMER COUNTY, COLORADO 201 Laporte Avenue, Suite 100 Fort Collins, CO 80521 Telephone: (970) 494-3500	
ADMINISTRATIVE ORDER CONCERNING MANDATORY ELECTRONIC FILING IN EIGHTH JUDICIAL DISTRICT	COURT USE ONLY
ADMINISTRATIVE ORDER 2019-16	

The following guidelines shall apply to all Eighth Judicial District Court Civil, Probate, Domestic Relations and Criminal filings, and to all Larimer and Jackson County Court Civil filings.

1. All documents filed by an attorney appearing in any capacity, including CFI or GAL, shall be filed electronically.
2. All documents relating to a single pleading or paper should be filed electronically as separate documents but as a single transaction. All proposed orders shall be submitted in the same transaction but shall be a separate document. Proposed orders must be filed in editable format for court modification of the proposed order.
3. Parties who are not represented by an attorney shall continue to file documents in paper format, except as otherwise authorized, and the Clerk of Court shall scan and upload those documents.
4. Documents with electronic signatures must indicate which original signature is on file. If there is no actual signature, the electronically filed document must contain '/s/' with the attorney's or self-represented party's name typed after it, or contain the verbiage that the original attorney signature is on file per Rule 121.
5. If a promissory note or other original document is required by law to be filed, that original document shall be scanned and submitted electronically with the e-filed motion for judgment. Originals of negotiable instruments shall be paper filed with the court prior

to filing any motion for default or judgment. When filing original documents, attorneys shall include the case number and a self-addressed, stamped envelope with the pleadings. The court will return the original documents to the attorney with the notation on the face of the document once judgment is entered.

Dated this 5th of September, 2019.



Stephen E. Howard
Chief Judge, Eighth Judicial District