

**SUPREME COURT OF COLORADO  
OFFICE OF THE CHIEF JUSTICE**

**DIRECTIVE CONCERNING THE USE OF SELF-ADDRESSED STAMPED  
ENVELOPES AND CHARGING FOR POSTAGE**

In an effort to provide some relief to clerk's offices in responding to routine requests for information from counsel, litigants, and the public, the following policy concerning the use of self-addressed, stamped envelopes or charging for postage is adopted. The policy is supported by current practice in many courts.

Effective October 1, 1995, chief judges may authorize clerks of court to require self-addressed, stamped envelopes (SASE), or charge for postage from counsel, litigants, and the public for the following types of documents:

- Requests for forms and pamphlets;
- Requests for receipts and other financial records;
- Requests for alimony and support information or checks;
- Requests for garnishment checks and papers;
- Requests for exhibits by mail;
- Requests for copies of court documents of any kind.

This policy does not apply to requests for motions and orders involving active cases and does not apply to motions and orders clearly exempted by C.R.C.P. Rule 121, Section 1-15(5), and C.R.C.P. Rule 58(a).

Done at Denver this 18th day of June 2025. Effective upon signature.

/s/  
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Monica M. Márquez, Chief Justice