

Filed in Combined Courts
MONTEZUMA COUNTY, COLORADO

MAR 19 2026

KACIE M. LOMAX
Clerk of Court

TWENTY SECOND JUDICIAL DISTRICT in and for
DOLORES AND MONTEZUMA COUNTIES

STATE OF COLORADO

ADMINISTRATIVE ORDER 2026-02

**Accepting Filings from Parties Not Required to Use Colorado Courts
E-Filing**

The Court Clerks of the 22nd Judicial District will accept filings for 22nd District court cases from all parties not required to use Colorado Courts E-Filing.

Documents other than a motion for a new attorney appointment will not be accepted from parties represented by an attorney.

Filings from incarcerated parties represented by an attorney, other than a motion for a new attorney, will be forwarded to the attorney of record, and not added to the Court's file.

All documents filed with the Court from parties not required to use Colorado Courts E-Filing (filed at the counter in the courthouse or by U.S. Mail or courier), must be in an acceptable form and will be rejected for filing for the following reasons:

1. INCORRECT CAPTION	<ul style="list-style-type: none">• Wrong court address• Wrong parties• Wrong case number• Wrong court name• Missing caption• Incorrect caption on proposed orders
2. DOCUMENT FILED IN THE WRONG COURT OR WRONG CASE	<ul style="list-style-type: none">• Filed in the wrong court location

	<ul style="list-style-type: none"> • Document filed into a closed and consolidated case • Montezuma County can accept Dolores County filings if the Dolores County Court is closed
3. INCORRECT DOCUMENT SCANNING OR DOCUMENT SUBMISSION	<ul style="list-style-type: none"> • A document cannot be opened by the court because of apparent corruption • A document quarantined by the system for having a virus • Live links for 3rd party apps • Document is illegible
4. IMPROPER NON-PARTY FILING	<ul style="list-style-type: none"> • Filer is not a party to the case
5. INCOMPLETE OR INAPPROPRIATE DOCUMENTS	<ul style="list-style-type: none"> • Certificate of mailing / certificate of service is missing or incomplete • Notary signature/seal is not included on a document that required it • Missing date or time on pleadings • PR Cases: missing date of appointment and case number on Information of Appointment sheet • Documents with tracked changes showing • Duplicate documents filed • Pleading is not signed
6. PLEADINGS NOT IN COMPLIANCE WITH THE COLORADO RULES OF PROCEDURE	<ul style="list-style-type: none"> • Missing caption • Wrong font size, within reason

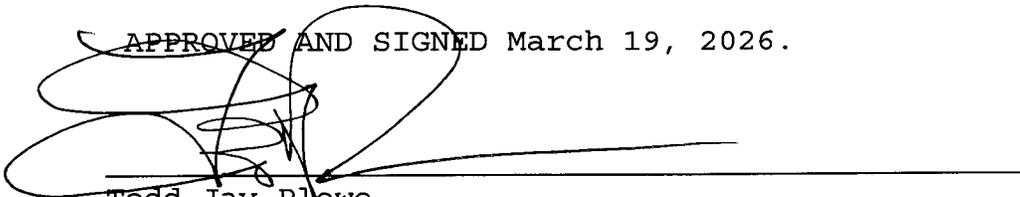
	<ul style="list-style-type: none"> • Wrong margins for appellate court filings
7. WRONG DATES ON A NOTICE OF HEARING, NOTICE OF SETTING, OR SUMMONS	
8. FILING FOR EXECUTION OF A JUDGMENT THAT HAS BEEN STAYED, VACATED, OR SET ASIDE	<ul style="list-style-type: none"> • Filing a proposed Writ of Garnishment or Writ of Execution with respect to a named defendant when a stay of execution has been placed on the judgment or the judgment was vacated or set aside • Filing a proposed Writ of Restitution in a case with a stay of execution or the judgment was vacated or set aside
9. DEFECTIVE PROPOSED WRITS OF GARNISHMENT	<ul style="list-style-type: none"> • All pages of a garnishment are not submitted • Incorrect form of garnishment used, (incorrect type of writ not using a JDF form is not a reason for rejection) • Garnishee is not identified • Creditor and/or debtor names on garnishment do not match the creditor and/or debtor names on the judgment • Filing a garnishment where the judgment has been satisfied, set aside, or stayed • Incorrect judgment amounts listed in the garnishment

	<ul style="list-style-type: none"> • Creditor signature does not appear on the garnishment
10. DISTRICT COURT: EACH MOTION SHALL BE ACCOMPANIED BY A PROPOSED ORDER	<ul style="list-style-type: none"> • If emailed, it must be in a format that can be edited such as an MS Word document
11. EXHIBIT MUST BE MARKED AND ACCOMPANIED BY AN EXHIBIT LIST	<ul style="list-style-type: none"> • Plaintiff/ Numbers • Respondent/ Letters
12. ALL DOCUMENTS MUST BE IN THE ENGLISH LANGUAGE OR ACCOMPANIED BY A TRANSLATION	<ul style="list-style-type: none"> • See Colorado Revised Statute 13-1-120

Exceptions

- Filings by incarcerated parties do not need to meet these requirements.
- An exception to this order may be made on a case-by-case basis by a 22nd District Judicial Officer, Clerk of Court, or Court Executive.

APPROVED AND SIGNED March 19, 2026.



Todd Jay Plewe
 Chief Judge
 22nd Judicial District