

Court of Appeals

STATE OF COLORADO
2 EAST FOURTEENTH AVENUE, SUITE 300
DENVER, COLORADO 80203
(303) 837-3785

January 1, 2004

APPELLATE RECORDS CHECKOUT POLICY

The following constitutes the operating policies pertaining to the checkout/review of appellate records in the Court of Appeals.

- Once the trial court/agency record has been filed in this Court, an attorney who has entered an appearance in that case may check out said record, subject to certain limitations on protected cases (juvenile, mental health and sexual assault), or sealed documents in the record.
- The appellate record may be checked out by a representative of the attorney upon presenting a letter of authorization signed by the attorney of record in the Court of Appeals case. The letter should specify whether exhibits are to be checked out as part of the record.
- The complete record must be returned by the attorney or representative when that party's brief is filed in the appeal, or immediately upon request of the Court.
- Parties proceeding *pro-se* (without counsel) may not check out the record, but can review it in the Clerk's Office lobby. Parties can copy documents at the copier located on the 3rd floor for 25 cents per page.
- The Court's appellate file cannot be checked out at anytime by attorneys or parties to an appeal. The file may be reviewed at the Clerk's Office window, subject to statutory and court ordered limitations.
- Electronic records on CD are provided at no cost to pro-se parties and counsel; these records need not be returned. Replacement CDs will be provided at a charge of \$35.

John P. Doerner

Clerk of the Court