

**ADMINISTRATIVE ORDER 2022-01 RE: MANDATORY E-FILING IN THE 7TH JUDICIAL DISTRICT IN JV, JR, and JA Cases**

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Effective February 14, 2022, all new JV (non DISH), JR, and JV and all existing JV, JR, and JA cases shall be subject to mandatory electronic filing using the State's E-Filing system.

Documents shall be electronically filed and served in accordance with Colorado Rules of Civil Procedure Rule 121 section 1-26 and Chief Justice Directive 11-01 as currently in effect, and as subsequently amended.

Documents must clearly identify which attorney(s) signed the document.

All documents relating to a single pleading or other filing may be filed electronically as a separate document but as a single filing submission. For example: a motion shall be filed as the principal document, exhibits to the motion shall be filed as attachments within the same submission. Parties shall not upload documents into the E-Filing system in any matter that prevents the court from copying/pasting text or employing enhanced search functionality within the document. All proposed orders shall be submitted in editable format and will be rejected by the Clerk's office if they are not. The submission of documents for an *in camera* review will continue to be done in paper format until further notice.

All judicial ruling, opinions, orders and other written communications from the Court shall be electronically filed.

Parties not represented by counsel may file documents in paper format. Court staff shall scan and upload documents into the E-Filing system. No additional fees shall be charged to *pro se* litigants for scanning and uploading.

The Clerk of Court may accept paper filings from attorneys whose primary area of practice is outside the 7th Judicial District. After notice to an attorney that all future documents are to be e-filed, the Court will thereafter charge a fee of \$50.00 per document for the service of scanning and uploading a document in paper form, pursuant to Rule 121 section 1-26.

Dated and effective this the 7th day of February 2022.

BY THE COURT:



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J. Steven Patrick  
Chief Judge

XC: 7<sup>th</sup> JD Judges  
7<sup>th</sup> JD Clerks of Court