

SEVENTH JUDICIAL DISTRICT OF COLORADO
ADMINISTRATIVE ORDER 2016-04
AMENDED FEBRUARY 7, 2022

Effective May 23, 2016, all new District and County Court criminal cases shall be subject to mandatory electronic filing using the State's E-Filing system. This includes the following case types: CR, M, T and JD. This Order is amended to include R cases, effective February 7, 2022.

In cases filed prior to May 23, 2016, all documents filed after that date shall be filed electronically.

Documents shall be electronically filed and served in accordance with Colorado Rules of Criminal Procedure Rule 49.5 and Chief Justice Directive 11-01 as currently in effect, and as subsequently amended.

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

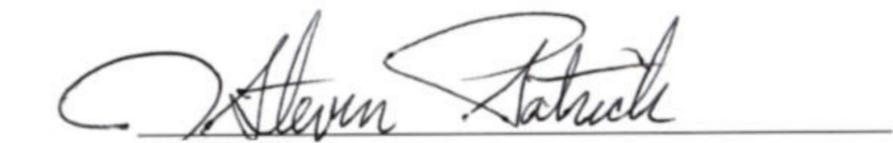
All documents relating to a single pleading or other filing may be filed electronically as a separate document but as a single filing submission. For example: a motion shall be filed as the principal document, exhibits to the motion shall be filed as attachments within the same submission. Parties shall not upload documents into the E-Filing system in any manner 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 rulings, 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 the 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 filed in paper form, pursuant to Rule 49.5.

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



Steven Patrick
Chief Judge
Colorado Seventh Judicial District