

SEVENTH JUDICIAL DISTRICT
STATE OF COLORADO
DELTA, GUNNISON, HINSDALE, MONTROSE, OURAY AND SAN MIGUEL
COUNTIES

**ADMINISTRATIVE ORDER 2005-05 - Public Access to Domestic
Relation (DR) and Probate (PR) cases**

**COMPLIANCE WITH CJD 05-01, COLORADO JUDICIAL DEPARTMENT
PUBLIC ACCESS TO COURT RECORDS POLICY**


Pursuant to the Colorado Judicial Department's Public Access to Court Records Policy, section 4.60(2) adopted April 8, 2005, Domestic Relations and Probate cases will be limited access effective immediately. Access will be limited to parties to the case or their attorneys of record. Access may also be granted to a third party who has a signed and notarized statement from one of the parties or one of the attorneys of record granting them access. In all instances, ID will be required.

Other parties, including attorney and media, may obtain specific documents from the files after the documents have been screened by the court. The established research fee of \$30.00 per hour shall apply for such research and/or the redacting of documents in the file. Standard fees for photocopying (\$.75 per page \$1.50 double sided) and certification (\$10.00) of documents shall also apply.

Anyone who is not a party to a Domestic Relations or Probate case but wishes to obtain access to the case file may file a written request with the court setting forth the reasons that they need access to the file. A separate written request is required for each case. Each such request shall include a certificate of mailing that the written request has been sent to the named parties in each case.

SO ORDERED ON 10/19/05

BY THE COURT:



J. Steven Patrick
Chief Judge

PROTOCOL
FOR COMPLIANCE WITH 7th JUDICIAL DISTRICT
ADMINISTRATIVE ORDER AO 2005-05 DATED 10/19/05
RELATING TO CJD 05-01, COLORADO JUDICIAL DEPARTMENT
PUBLIC ACCESS TO COURT RECORDS POLICY

In addition to all of the case types that are already limited access, Domestic Relations and Probate cases will be limited access. Only a party to a case or their attorney of record may have access to the file.

In all case types, the following documents shall be placed in an envelope by the party filing the document in the court file:

- Answers to Interrogatories
- CBI criminal background check reports
- Draft opinions, notes or internal memos
- Drug/Alcohol treatment information
- Genetic tests, HIV/AIDS testing information
- Juror questionnaires
- Medical, mental health, sociological and intelligence testing
- Paternity tests

It is the responsibility of the party filing the documents to place them in envelopes. If parties fail to provide the envelope the Clerk of Court or CPO will assure this is accomplished. The party name(s), case number and title of the document shall be written on the outside of the sealed envelope & the date that the document(s) was received shall be stamped on the outside of the envelope.

Traffic, Infraction and Misdemeanor cases:

When new cases are entered, Social Security Numbers, if provided, will be entered into the Colorado Judicial Department computer system. After the SSN's have been entered in the computer system, the SSN's shall be blacked out on the original tickets.

If a request for a document from a limited access file or access to a case is filed, the Clerk of Court (Clerk) will assure the certificate of mailing with addresses is filled out correctly. The Clerk will give a preliminary research and copy cost estimate to the party requesting the document. Research fee times will be broken down into no less than 15 minute times. Copy costs are \$.75/\$1.50 per page for all including attorneys and media with no exceptions. If seven(7) working days following the request no objection to access is filed by any party to the case the Clerk shall complete the process to provide the document(s) requested or for access to the file and determine the exact fee. The Clerk will notify the requesting party of the completion of the process and collect the mandatory fee prior to file access or the document being provided.

If an objection is received prior to completion of the process, the file will be given to the judge/magistrate assigned to the case for action. If access is granted, the Clerk will complete the process as above. If access is denied notice will be provide to the requesting party.

County, Colorado		▲ COURT USE ONLY ▲
<input type="checkbox"/> District Court <input type="checkbox"/> County Court Court address: _____ Phone Number : _____ <small>(Name of the case to which you are seeking access)</small> Plaintiff(s): _____ Defendant(s): _____		
Name and Address of person seeking access to court records:		Case Number: _____
Phone Number: _____	E-mail: _____	Division Courtroom
FAX Number: _____	Atty. Reg. #: _____	
Request for Document/Access to File		

In accordance with Chief Justice Directive 2005-01 Public Access to Court Records and 7th Judicial District Administrative Order 2005-05 Access to Records, I am requesting access to the following court record:

Case Number: _____
 Case Name: _____

I am specifically seeking access to _____
(Name of Individual Documents or Whole casefile)

My reason for seeking access is as follows:

I certify that I have sent a copy of this request for access to the following named parties in the case:

Dated: _____ Signed: _____