

DISTRICT COURT, DENVER COUNTY, STATE OF COLORADO Court Address: 1437 Bannock Street, Room 256 Denver, CO 80202	
<hr/> <p style="text-align: center;">STANDING ORDER</p>	<p style="text-align: center;">▲ COURT USE ONLY ▲</p>
<p style="text-align: center;">ORDER REGARDING MANDATORY ELECTRONIC FILING FOR DISTRICT COURT CIVIL CASES</p>	

Effective January 1, 2010, all cases, pleadings and documents filed in District Court Civil cases in the 2nd Judicial District Court, Denver District Court shall be subject to mandatory electronic case filing. The Clerk of Court will only accept electronically filed pleadings and documents after this date. In cases filed prior to January 1, 2010, all documents filed on and after January 1, 2010, **shall be filed electronically**.

- 1) All counsel shall electronically file and serve, in accordance with C.R.C.P. 121, Section 1-26, all pleadings, motions, affidavits, attachments, and all other documents, including advisory copies of documents filed in other courts, using the LexisNexis File & Serve system. Pleadings with electronic signatures must indicate which original attorney signature is on file and verified as the attorney responsible for the pleading. Printed copies of electronically filed documents shall not be filed with the Court.
- 2) Pleadings filed in paper format after January 1, 2010 will not be accepted by the Clerk of Court; the paper filing will be returned, along with a copy of this order, to the attorney. If the attorney chooses to file the pleadings in paper, the Clerk will charge a fee of \$50.00 **per document** to scan the pleadings into the record. This fee will be assessed for every document filed in paper by the attorney.
- 3) Parties who are not represented by an attorney presently do not have access to Lexis Nexis File & Serve, and shall continue to file documents in paper format. The clerk shall scan and upload those documents into LexisNexis File & Serve. No fees will be charged to pro se litigants for scanning and uploading. Electronic documents may be viewed in the Clerk's office.
- 4) All documents relating to a single pleading or paper shall be filed electronically as separate documents, but as a single transaction. For example: a motion shall be filed as a main document, while attachments and other related documents shall be filed as supporting documents. All proposed

orders shall be submitted as a separate, editable Word or Word Perfect format (not scanned) document.

- 5) All documents shall conform to the caption requirements in Rule 10 C.R.C.P.
- 6) Sealed documents:
 - a. Documents may be filed using the "Sealed, electronic" option, and must indicate the judicial authority or existing order allowing the documents to be filed under seal.
 - b. Parties shall not electronically file documents which are restricted from the view of the opposing party, such as in-camera review documents.
- 7) The clerk may reject pleadings not conforming to this Order.
- 8) All judicial rulings, opinions, orders and other communications from the court shall be electronically filed to counsel, and LexisNexis File & Serve will mail these communications to unrepresented parties.

For additional information regarding electronic filing fees, service of documents and training the Court encourages all counsel to visit the LexisNexis File & Service website at <http://www.lexisnexis.com/fileandserve>. For technical assistance and customer service, please contact LexisNexis File & Service at (888) 529-7587.

Dated this 17th day of November, 2009.

BY THE COURT:



Larry J. Naves
Chief Judge, 2nd Judicial District