

<b>DISTRICT COURT, WELD COUNTY, STATE OF COLORADO</b> Court Address: 901 9th Avenue, Greeley, CO 80631 Mailing Address: P.O. Box 2038, Greeley CO 80632-2038	<b>▲ COURT USE ONLY ▲</b>
<b>ADMINISTRATIVE ORDER NO. 2016-01</b> <i>AMENDED November 12, 2019</i>	
<b>AMENDED ORDER AND NOTICE REGARDING ELECTRONIC FILING FOR DISTRICT AND COUNTY COURT CRIMINAL CASES</b>	

The 19<sup>th</sup> Judicial District utilizes the Colorado Courts E-Filing System (“CCE” or “E-System”) and all represented parties in criminal cases shall be subject to mandatory electronic filing using the Colorado Courts E-Filing System. This includes the following case types: CR, M, T, and JD.

Documents shall be filed and served in accordance with Colorado Rule of Criminal Procedure 49.5 and Chief Justice Directive 11-01. Documents must clearly identify the name and attorney registration number of the attorney(s) who signed the document.

Five document security levels exist in CCE and jPOD for criminal, traffic, and juvenile delinquency cases:

**Public:** Document may be viewed by anyone, no exceptions.

**Protected:** Documents may be accessed by the public only after redactions are made pursuant to federal or state statute, court rule, or court order, but may be accessed in an unredacted format by the judges and court staff, authorized judicial department personnel, the parties and their attorneys.

**Suppressed:** Documents may be viewed by all parties to the case, their attorneys, judicial officers and court staff, and authorized personnel within the judicial department, but suppressed documents are not accessible by the public absent a court order.

**Sealed:** Documents may be accessed only by judges, court staff, and authorized personnel within the judicial department.

**Restricted (sex assault cases and cases involving child victims):** Until all victim identifying information is removed from a restricted court record, pursuant to C.R.S. §§ 24-72-304(4)-(4.5), such record is accessible only to the filing and served parties, criminal justice agencies, and court staff.

Parties are permitted to file a motion requesting leave to file documents under seal. If the court grants permission to a party to file documents under seal, the sealed documents must be filed as a separate transaction, without any non-sealed documents or pleadings filed as part of that transaction.

All documents relating to a single pleading or other filing should be filed electronically as separate documents, but as a single transaction, whenever possible. For example, a motion shall be filed as the principal document, while exhibits and other related documents shall be filed as supporting documents within the same transaction. Parties shall not upload documents into the E-

System in any manner or format that prevents the court from copying and pasting text or employing enhanced search functionality within the document, unless first obtaining written permission from the court. Proposed orders shall be submitted in the same transaction as a separate document and must be submitted in an editable format, such as Word, and not as a PDF.

Parties are permitted to file a motion requesting leave to file documents under seal. If the court grants permission to a party to file documents under seal, the sealed documents must be filed as a separate transaction, without any non-sealed documents or pleadings filed as part of that transaction.

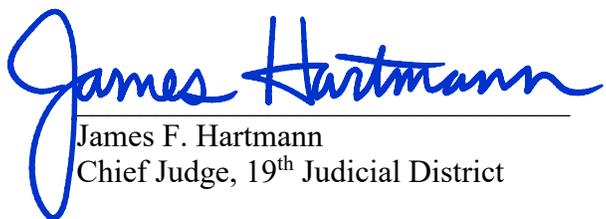
All judicial rulings, opinions, orders and other written communications from the court shall be electronically filed.

Parties not represented by an attorney may file documents in paper format until further notice. Court personnel shall scan and upload paper filings from self-represented litigants into the E-System. No additional fees shall be charged to self-represented litigants for scanning and uploading in criminal cases. Self-represented parties may also register to use the E-System, if they so choose.

For additional information regarding CCE electronic filing, fees, service of documents, and training, the Court encourages all counsel or self-represented parties to visit the Colorado Judicial Branch Website at: <https://www.courts.state.co.us/Administration/Unit.cfm?Unit=efile>  
For technical assistance and customer service, please contact CCE Email Support: [efilingssupport@judicial.state.co.us](mailto:efilingssupport@judicial.state.co.us) or Phone Support: 1-855-264-2237.

Amended this 12<sup>th</sup> day of November, 2019.

BY THE COURT:

  
James F. Hartmann  
Chief Judge, 19<sup>th</sup> Judicial District