

Chief Judge Order 2025-02

Fourteenth Judicial District

State of Colorado

ACCEPTING FILINGS OVER COUNTER OR BY EMAIL

The Clerks Offices of the 14th Judicial District will accept filings over the counter or by email for 14th District court cases from all parties not required to use Colorado Courts E-Filing.

Documents other than Motion for New Attorney Appointment will not be accepted from parties represented by an attorney. Filings from incarcerated parties represented by an attorney will be forwarded to that attorney and not added to the Court’s case file. For information concerning filing documents by e-mail, see Chief Judge Order 22-08.

Documents must be in an acceptable form and will be rejected for filing for the following reasons:

1. INCORRECT CAPTION	<ul style="list-style-type: none">• Wrong court address• Wrong parties• Wrong case number• Wrong court name• Missing caption• Incorrect caption on proposed orders
2. DOCUMENT FILED IN THE WRONG COURT OR WRONG CASE	<ul style="list-style-type: none">• Filed in the wrong court location• Document filed into a closed and consolidated case
3. INCORRECT DOCUMENT SCANNING OR DOCUMENT SUBMISSION	<ul style="list-style-type: none">• A document cannot be opened by the court because of an apparent corruption• A document quarantined by the system for having a virus• Live links for 3d Party apps• Document is illegible
4. IMPROPER NON-PARTY FILING	<ul style="list-style-type: none">• Filer is not a party to the case
5. INCOMPLETE OR INAPPROPRIATE DOCUMENTS	<ul style="list-style-type: none">• Certificate of mailing is missing or incomplete• Notary signature/seal is not included on a document that requires it• Missing date or time on pleadings

	<ul style="list-style-type: none"> • PR Cases: missing date of appointment and case number on Information of Appointment sheet • Documents with tracked changes showing • Duplicate documents filed • Pleading is not signed
6. PLEADINGS NOT IN COMPLIANCE WITH THE COLORADO RULES OF PROCEDURE	<ul style="list-style-type: none"> • Missing caption • Wrong font size, within reason • Wrong margins for appellate court filings
7. WRONG DATES ON A NOTICE OF HEARING, NOTICE OF SETTING, OR SUMMONS	
8. FILING FOR EXECUTION OF A JUDGMENT THAT HAS BEEN STAYED, VACATED, OR SET ASIDE	<ul style="list-style-type: none"> • Filing a proposed Writ of Garnishment or Writ of Execution with respect to a named defendant when a stay of execution has been placed on the judgment or the judgment was vacated or set aside • Filing a proposed Writ of Restitution in a case with a stay of execution or the judgment was vacated or set aside
9. DEFECTIVE PROPOSED WRITS OF GARNISHMENT	<ul style="list-style-type: none"> • All pages of a garnishment are not submitted • Incorrect form of garnishment used, (incorrect type of writ not using a JDF form is not a reason for rejection) • Garnishee is not identified • Creditor and/or debtor names on garnishment do not match the creditor and/or debtor names on the judgment • Filing a garnishment where the judgment has been satisfied, set aside, or stayed • Incorrect judgment amounts listed in the garnishment • Creditor signature does not appear on the garnishment

10. DISTRICT COURT: EACH MOTION SHALL BE ACCOMPANIED BY A PROPOSED ORDER	<ul style="list-style-type: none"> If emailed must be in a format that can be edited such as a MS Word document.
11. EXHIBITS MUST BE MARKED AND ACCOMPANIED BY AN EXHIBIT LIST	Plaintiff/ Numbers Respondent/ Letters
12. ALL DOCUMENTS MUST BE IN THE ENGLISH LANGUAGE OR ACCOMPANIED BY A TRANSLATION	<ul style="list-style-type: none"> See Colorado Revised Statute 13-1-120

Exceptions

- Filings by incarcerated parties do not need to meet these requirements
- An exception to this Chief Judge Order may be made on a case-by-case basis by a 14th District Judicial Officer, Clerk of Court, or Court Executive.

May 1, 2025



Brittany A. Schneider
Chief Judge