

DISTRICT COURT, CITY AND COUNTY OF DENVER, COLORADO

1437 Bannock Street, Courtroom: 259
Denver, CO 80202

CHIEF JUDGE ADMINISTRATIVE ORDER NO. 17 -01

PURSUANT TO AUTHORITY GRANTED TO CHIEF JUDGES of the judicial districts of the State of Colorado by Chief Justice Directive 95-01, "Authority and Responsibility of Chief Judges," the following order is hereby entered:

Effective January 23, 2017, all new District Court criminal cases shall be subject to mandatory electronic filing using the State's E-Filing system. A paper file will not be initiated nor maintained on any new cases filed on or after January 23, 2017. In cases filed prior to January 23, 2017, all subsequent documents filed after that date, shall be filed electronically. The existing paper file will not be supplemented with e-filed documents.

All documents shall be filed and served in accordance with Colorado Rule of Criminal Procedure 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 a principal document while 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. No proposed orders shall be submitted unless requested by the Court. Any 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 *in camera* inspection shall continue to be done in paper until further order of court.

Effective immediately, no party or attorney shall file portable electronic media in any form (CD's, DVD's, thumb drives, flash drives) with the Court and the Clerk of Court shall reject the same upon presentment. Further, concerning trial or hearing exhibits, those items shall not be electronically filed but shall continue to be maintained under existing procedures, with the court reporter serving as the custodian of all trial and hearing exhibits, until further order of Court. If counsel or any party desires the Court to review trial or hearing exhibits in advance, it is unnecessary to file a "Notice of Filing or Service" with the Clerk of Court as those items shall be taken directly to the courtroom only. Any purported Notice shall be rejected by the Clerk of Court.

All judicial rulings, filings, opinions, orders and other written communications shall be electronically filed.

Parties not represented by counsel may file documents in paper format. Court staff shall scan and upload these documents into the E-Filing system. No additional fees shall be charged to *pro se* litigants for scanning and uploading.

Pleadings filed in paper format by attorneys, on or after January 23, 2017, will not be accepted by the Clerk of Court. After notice to an attorney that all future filings are to be e-filed, the Court will assess a fee of \$50.00 per document for the service of scanning and uploading any document filed in paper form by an attorney, pursuant to Rule 49.5.

Pursuant to Rule 7(c) of the Colorado Rules of Criminal Procedure, and consistent with this administrative order, any direct information a prosecutor may file shall be electronically filed and the prosecutor shall be deemed to have obtained consent upon the electronic signature issued by the court.

Motions to Seal documents shall be electronically filed as follows: Confidential or privileged matters warranting a motion to seal shall not be accompanied by the document which is the subject of the motion. If the Motion to Seal is granted, the document which is the subject of the motion may then be filed under seal. The Clerk of Court shall reject any Motion to Seal documents which does not comport with this rule. This provision shall not apply to documents required to be filed under seal by statute.

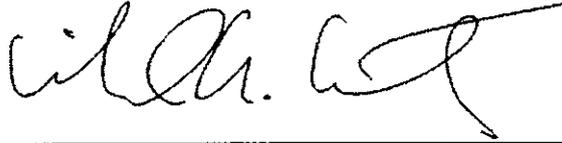
Restitution worksheets and supporting documents shall be filed under suppressed document security status until further order of Court.

All introduction or use of sensitive material shall be as set forth in CJD 16-03. Strict compliance with this directive required with no exceptions.

Any documents electronically filed in “non-public” status shall contain applicable legal authority for limiting access as that is contrary to Chief Justice Directive 05-01, Section 3.00(e).

Dated this 21st day of December 2017.

BY THE COURT:

A handwritten signature in black ink, appearing to read "Michael A. Martinez", written over a horizontal line.

MICHAEL A. MARTINEZ

CHIEF JUDGE

2nd JUDICIAL DISTRICT