

EIGHTEENTH JUDICIAL DISTRICT: ARAPAHOE,
DOUGLAS, ELBERT and LINCOLN COUNTIES,
COLORADO

Arapahoe County Justice Center
7325 South Potomac Street
Centennial, Colorado 80112

Arapahoe County Court, Division A
1790 West Littleton Boulevard
Littleton, Colorado 80120

Arapahoe County Court, Division B
15400 East 14th Place
Aurora, Colorado 80011

Douglas County Justice Center,
4000 Justice Way, #2009,
Castle Rock, Colorado 80104

Elbert County Courthouse,
PO Box 232, 751 Ute Street,
Kiowa, Colorado 80117

Lincoln County Courthouse,
PO Box 128, 103 Third Avenue,
Hugo, Colorado 80821

•COURT USE ONLY •
CJO 09-17

**CHIEF JUDGE ORDER CONCERNING MANDATORY ELECTRONIC E-FLING
FOR DOMESTIC RELATIONS CASES**

Effective October 1, 2009, all district domestic relations cases or reopened cases commenced on or after October 1, 2009 and filed in the Arapahoe County District Court will be subject to mandatory electronic case filing and service.

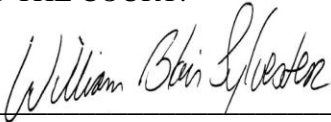
- 1) Attorneys licensed to practice law in Colorado shall electronically file and serve, in accordance with CRCP 121, Section 1-26, all pleadings, motions, briefs, affidavits, exhibits, and all other documents using the LexisNexis File & Serve service. Parties are directed to CRCP 121, Section 1-26 as repealed and readopted effective January 1, 2006, and to that rule as it may be amended in the future.
- 2) Pleadings and exhibits can be submitted electronically using the “sealed-electronically” option. Any financial information shall be submitted using the “sealed electronically” option to ensure that non-public information can be redacted (Social Security Number and bank account numbers).
- 3) All proposed orders shall be submitted separately from the pleadings and shall be submitted in Word or Word Perfect format (not scanned). All returns of service shall be electronically filed with the court.
- 4) All pleadings requiring verification of the signature of both parties and/or counsel shall be electronically filed with scanned signatures. The Statement “original signature on file” alone will not be acceptable.
- 5) Any party who is not represented by an attorney shall continue to file documents in the traditional paper format, and Clerk’s Office staff will scan and upload these documents to LexisNexis File &

Serve. A Guardian ad Litem is considered an attorney of record and is subject to mandatory electronic filing. CFI's (Child & Family Investigators) and mediators shall electronically file documents "sealed-electronically" if they are licensed attorneys.

- 6) Access to electronic cases may be obtained from court staff during regular court business hours. Copies of electronic documents may be purchased from court staff at \$.25 per page.
- 7) The LexisNexis File & Serve web site, www.lexisnexis.com/fileandserve, provides additional information regarding electronic filing computer requirements, fees, service of documents and training opportunities. Please call (888) 529-7587 for LexisNexis File & Serve customer service. For assistance at the courts, please contact the Clerk's Office at 303-649-6355.

Dated and signed this 21st day of September, 2009

BY THE COURT:



William B. Sylvester
Chief Judge, Eighteenth Judicial District