

<p>EIGHTEENTH JUDICIAL DISTRICT: ARAPAHOE, DOUGLAS, ELBERT and LINCOLN COUNTIES, COLORADO</p> <p>Arapahoe County Justice Center 7325 South Potomac Street Centennial, Colorado 80112</p> <p>Arapahoe County Courthouse 1790 West Littleton Boulevard Littleton, Colorado 80120</p> <p>Douglas County Courthouse 4000 Justice Way, #2009 Castle Rock, Colorado 80109</p> <p>Elbert County Courthouse PO Box 232, 751 Ute Street Kiowa, Colorado 80117</p> <p>Lincoln County Courthouse PO Box 128, 103 Third Avenue Hugo, Colorado 80821</p>	<p style="text-align: center;">COURT USE ONLY</p> <p style="text-align: center;">Chief Judge Administrative Order July 22, 2016</p> <hr/> <p style="text-align: center;">Division: 201</p>
<p>ADMINISTRATIVE ORDER FOR THE EIGHTEENTH JUDICIAL DISTRICT REGARDING MANDATORY ELECTRONIC FILING IN CRIMINAL CASES</p>	

Effective August 22, 2016, all new District Court and County Court criminal cases in the 18th Judicial District shall be subject to mandatory electronic filing using the State's E-Filing system. This includes the following case types: Criminal (CR), Misdemeanors (M), Traffic (T), and Juvenile Delinquency (JD). A paper file will not be initiated or maintained on any new cases filed on or after August 22, 2016. In cases filed prior to August 22, 2016, all documents filed after August 22, 2016, shall be electronically filed. The paper file will not be supplemented with electronically filed documents.

Documents shall be electronically filed and served in accordance with [Crim. P. Rule 49.5](#) and [Chief Justice Directive 11-01](#). Every document must clearly identify which attorney(s) signed it.

All documents relating to a single pleading or other filing shall be electronically filed as separate documents but as part of a single filing submission. For example: a motion shall be filed as the principal document while exhibits or attachments to the motion shall be filed as separate documents 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 functions within the document. All proposed orders shall be submitted in

editable format; proposed orders that are not submitted in editable format will be rejected by the Clerk's Office. Proposed orders shall be submitted to the Court with filings they have historically been submitted with unless otherwise ordered by the Court. The submission of documents for *in camera* review will continue to be done in paper format until further notice. Exhibits or attachments that are not able to be scanned shall be tendered to the Court upon the Court's approval.

All judicial orders, notices, and Court entries shall be electronically filed.

Pro se parties not represented by counsel may file documents in paper format only with the Clerk's Office. Clerk's Office staff shall scan and upload such documents into the E-Filing system. No additional fees will be charged to *pro se* parties for scanning and uploading.

Pursuant to [Crim. P. Rule 49.5](#), all attorneys are required to electronically file documents with the Court. The Court will charge a fee of \$50.00 per document to an attorney for the service of scanning and uploading a document filed in paper format.

Dated this 22nd day of July of 2016.

BY THE COURT:



Carlos A. Samour, Jr.

Chief Judge

Eighteenth Judicial District