

Chief Judge, Twelfth Judicial District

**ORDER: SERVICE BY E-MAIL IN
DEPENDENCY AND NEGLECT
CASES, TRUANCY CASES AND
CHILD SUPPORT ENFORCEMENT**



**CHIEF JUDGE
ADMINISTRATIVE ORDER
2009-03; AMENDED 6-16-2010**

The prompt exchange of information, reports and court orders in Dependency and Neglect, Truancy and Child Support Enforcement cases requires utilization of electronic exchange to ensure the best interest of the children is protected. With six counties and respondent counsel and Guardian ad litem moving between hearings at distant locations, service and exchange of information by standard mail creates delay, confusion and potential risk to children who are subject to the court proceedings. In order to implement best business practices regarding the exchange of social service reports, motions, orders and other information, the following standard is adopted for service in the 12th Judicial District.

C.R.C. P. 5(b)(2)(D) authorizes filing pleadings by electronic means. Until such time the State Judicial Branch adopts a formal e-filing system for dependency and neglect cases, truancy and child support enforcement cases, the best business practice available is to allow electronic exchange of information between attorneys, the court and social services as follows;

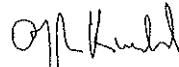
- There shall continue to be a paper file until a uniform e-filing system for D&N and other JV cases is deployed. Until that time, a paper copy of any pleading or report shall be submitted to the clerk of the court in addition to any electronic submission approved by this CJD.
- Service of pleadings, social service reports and court orders upon attorneys, case workers and guardian ad litem may be accomplished by e-mail to these individuals. Such pleadings and reports may be signed and then scanned or may be signed electronically.
- Service upon pro-se individuals must be accomplished by U.S. Postal mail or personal delivery.
- All attorneys and guardian ad litem shall put their e-mail address on any pleading or report they submit. See, *People v. Buscarello*, 706 P.2d 805 (1985).
- If a proposed court order is submitted to the court in the courtroom or chambers on the same date as a hearing is held, the court will sign and scan the order and distribute the order by e-mail to the attorneys and guardian ad litem. Counsel for the department of social services shall be responsible for sending a copy to the department of social services, any placement or treatment agency involved and any pro se party. Similarly, counsel for a school district shall be responsible for providing a copy to the school and any pro se party. Counsel, in either case, shall then file a certificate of service for this order.
- If a proposed court order is submitted at any other time, it should be e-mailed to the clerk of court and to the judge as well as to the other parties. After signature, the court will distribute in the same manner outlined in the previous paragraph.

This policy is applicable to the following case types: JV.

This policy is effective upon signing.

Done and signed this 16th day of June, 2010.

BY THE COURT:



O. John Kuenhold

Chief Judge, Twelfth Judicial District

Digitally signed by O. John Kuenhold
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Judicial,
email=ojohn.kuenhold@judicial.state.co.us,
c=US
Date: 2010.06.16 16:23:40 -06'00'