

**SEVENTEENTH JUDICIAL DISTRICT ADAMS COUNTY and the CITY  
AND COUNTY OF BROOMFIELD, COLORADO**

**ORDER OF THE CHIEF JUDGE**

**04-01**

**MANDATORY ELECTRONIC CASE FILING (EFILING) FOR RULE 120  
CASES**

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Effective June 7, 2004, all cases filed pursuant to Rule 120 of the Colorado Rules of Civil Procedure will be subject to mandatory electronic case filing. All attorneys shall electronically file all new cases and all subsequent pleadings for those cases using LexisNexis File & Serve (LNFS).

All attorneys should refer to C.R.C.P. Rule 121, section 1-26 for complete electronic filing requirements. The rule outlines how pleadings shall be filed and served electronically and how original documents shall be maintained by counsel.

For a new case commenced on or after June 7, 2004, the clerk will accept the initial pleadings in paper format and then scan and upload the documents into LexisNexis. The clerk will deliver a copy of this order to the attorney, who shall copy and serve this order on all other parties. The clerk shall make a notation in the court computer system that the attorney has received notice of the mandatory efileing requirement.

After notice to an attorney that all subsequent documents shall be filed electronically, the clerk will charge a fee of \$20.00 per document filed in paper format for the service of scanning and uploading the document.

All documents relating to a single pleading may be filed electronically as a single transaction. For example, a motion and exhibits to the motion may be filed under a single transaction. **ALL PROPOSED ORDERS SHALL BE SUBMITTED SEPARATELY FROM THE PLEADINGS AND SHALL BE SUBMITTED IN WORD OR WORD PERFECT FORMAT (NOT SCANNED).**

All judicial rulings, opinions, orders and other written communications from the court shall be filed electronically and served on attorneys and pro se parties by LexisNexis File and Serve.

Parties who are not represented by an attorney shall continue to file documents in paper format, and the clerk shall scan and upload those documents to LexisNexis. No additional fees will be charged to pro se parties for scanning and uploading, because pro se parties do not have access to LexisNexis.

Effective this 3<sup>rd</sup> day of June 2004.

  
Harlan Bockman, Chief Judge