



**SEVENTEENTH JUDICIAL DISTRICT**  
ADAMS COUNTY AND THE CITY AND COUNTY OF BROOMFIELD  
ORDER OF THE CHIEF JUDGE 08-06A AMENDED

**MANDATORY ELECTRONIC CASE FILING (E-FILING) FOR DISTRICT COURT CIVIL CASES**

Effective November 1, 2007, all District Court Civil cases will be subject to mandatory electronic case filing. All attorneys shall electronically file all new cases and all subsequent pleadings for those cases via the Internet through the Colorado Supreme Court authorized E-Filing system.

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, how original documents shall be maintained by counsel and other pertinent information related to E-Filing.

For each document filed by an attorney in paper format, the clerk shall charge a fee of \$50.00 per document for the service of scanning and uploading the documents (Rule 121, section 1-26, 13).

All documents relating to a single pleading or paper may be filed electronically as a single transaction. For example, a motion, exhibits and related affidavits may be filed under a single transaction. Effective December 1, 2008, all related pleadings (motion, proposed order, response and reply) shall be related when electronically filed. Failure to relate pleadings may result in a "denied defective" order from the court. All proposed orders shall be submitted as a separate document within a transaction and shall be in an editable format (not scanned). See Rule 121, section 1-26, 15c.

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 the E-Filing system.

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 the E-Filing system. No additional fees will be charged to pro se parties for scanning and uploading, because pro se parties do not have access to the E-Filing system.

SO ORDERED as amended this 8<sup>th</sup> day of August, 2016.

By the Court

Patrick T. Murphy, Chief Judge  
Seventeenth Judicial District