

**SEVENTEENTH JUDICIAL DISTRICT  
ADAMS COUNTY AND THE CITY AND COUNTY OF BROOMFIELD  
ORDER OF THE CHIEF JUDGE** **10-03 Amended 10/1/15**

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Parties shall comply with Chief Justice Directive 11-01, as amended, with regard to electronic filing of exhibits. Unless otherwise ordered by the trial court, the following provisions shall also govern the electronic filing of exhibits.

**CRIMINAL AND JUVENILE CASE EXHIBITS**

**IT IS ORDERED** that all physical evidence introduced by the People and consisting of weapons and ammunition, hazardous and bio-hazardous materials, drugs, drug paraphernalia, rape kits, blood, other body fluids, and any other dangerous or illegal materials shall be returned to the law enforcement custodian(s) of the police agency investigating the case for storage after the hearing or trial in which the item(s) were introduced in evidence. Other evidentiary items introduced by the People, including any oversized exhibits such as charts, enlarged pictures, or any objects that cannot be digitally copied or do not fit in an 8 ½ X 14 inch envelope shall be returned for storage to the law enforcement custodian(s) of the police agency investigating the case until the conclusion of the direct appellate process or the expiration of the right to direct appeal. In either event, the Court with the assistance of the District Attorney shall determine the appropriate law enforcement custodian(s) to take custody of the evidence. The appropriate law enforcement custodian shall sign a receipt for those exhibits specifically identified by number or letter and description.

The Court further orders that the appropriate law enforcement custodian and the District Attorney will submit to the Court photographs or digital copies of all exhibits to preserve the record and are also to be retained by the District Attorney.

The appropriate law enforcement custodian shall be responsible for retaining these exhibits until notified that they may be disposed of by the District Attorney.

Evidence submitted by defense counsel is subject to the same guidelines. Defense counsel in private practice shall also comply with the provisions of Rule 1.16A of the Colorado Rules of Professional Conduct.

**CIVIL AND DOMESTIC CASE EXHIBITS**

**IT IS ORDERED** that in civil and domestic cases any physical and evidentiary evidence used by the litigants during hearings or trials shall be returned to the submitting party's counsel after the hearing or trial in which the item(s) were introduced in evidence. If the submitting party is represented by an attorney, counsel shall retain the exhibits for the duration of the appeal period. If the submitting party is unrepresented by an attorney, the Court shall retain the exhibits for the duration of the appeal period. If either party files a

Notice of Appeal, counsel shall e-file the exhibits to the Courts within 72 hours. The Court will ensure that any exhibits retained by the Court are uploaded into the court record. The Court will use the submitted electronic format for submission of the record to the Court of Appeals.

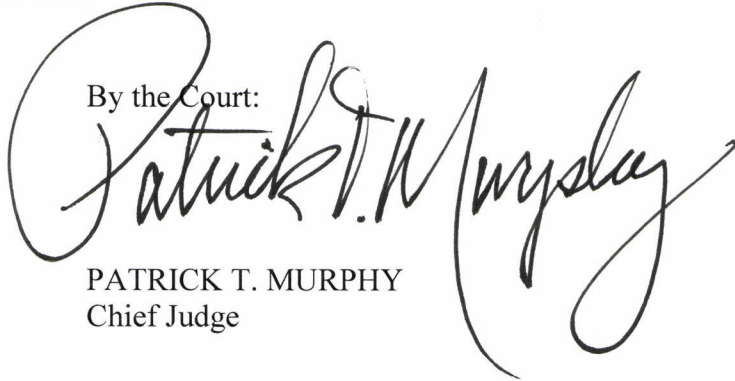
The appropriate custodian shall sign a receipt for those exhibits specifically identified by number or letter and description.

**SMALL CLAIMS CASE EXHIBITS**

**IT IS ORDERED** that all exhibits submitted in a trial shall be marked and submitted in electronic format for purpose of appeal. Oversized exhibits such as charts, enlarged pictures or any objects that do not fit in an 8 ½ x 14 inch envelope shall be returned to the submitting party immediately following the trial and shall be preserved for appeal purposes. If an appeal is filed, the exhibits must be returned to the Court for review by the District Court. Once the time frame to file an appeal has expired the exhibits may be destroyed.

Effective this 1st day of October 2015

By the Court:

A large, stylized handwritten signature in black ink that reads "Patrick T. Murphy". The signature is written in a cursive style with a large initial "P" and a long, sweeping tail.

PATRICK T. MURPHY  
Chief Judge