

Combined Court, Kit Carson County, Colorado 251 16 th Street, Suite 301 Burlington, CO 80807	▲ COURT USE ONLY ▲
Combined Court, Morgan County, Colorado 400 Warner Street Fort Morgan, CO 80701	
Combined Court, Logan County, Colorado 110 N. Riverview Road, Room 205 Sterling, CO 80751	
Combined Court, Phillips County, Colorado 221 S. Interocean Ave. Holyoke, CO 80734	
Combined Court, Sedgwick County, Colorado Third and Pine Julesburg, CO 80737	
Combined Court, Washington County, Colorado PO Box 455 Akron, CO 80720	
Combined Court, Yuma County, Colorado 310 Ash Street, Ste. L Wray, CO 80758	
ADMINISTRATIVE ORDER NO. 2013- ORDER AND NOTICE REGARDING ELECTRONIC FILING COUNTY COURT CIVIL	

The following guidelines shall apply to all county court civil cases filed in 13th Judicial District Courts effective August 8, 2013. After this date, the Clerk of Court will only accept civil **(C)** pleadings filed electronically. All counsel shall electronically file all pleadings, motions, briefs, exhibits and other documents using the E-System (ICCES), as to those cases which are permitted to be filed in the E-System. Cases filed prior to the commencement date shall begin to file all new documents in these cases electronically as of August 8, 2013.

- 1) All counsel shall electronically file and serve, in accordance with C.R.C.P. 305.5, all pleadings, motions, briefs, affidavits, exhibits, and all other documents using the E-System, as set forth in that Rule. Pleadings with electronic signatures must indicate which original attorney signature is on file and verified as the attorney responsible for the pleading. Printed copies of electronically filed documents shall not be filed with the court unless ordered by the court.

- 2) For all E-Filed and E-Served documents, signatures of attorneys, parties, witnesses, notaries, and notary stamps may be in S/ Name typed form to satisfy signature requirements, once the necessary signatures have been obtained on a paper form of the document.
- 3) Documents filed under seal shall be so designated at the time of filing with the E-System, in accordance with Rule 305.5(k).
- 4) All documents relating to a single pleading or paper should be filed electronically as separate documents but as a single transaction. For example, a motion shall be filed as a main document, while exhibits and other related documents shall be filed as supporting documents. See Chief Justice Directive # 11-01 for size and graphics standards. All proposed orders shall be submitted in the same transaction but shall be a separate document. **PROPOSED ORDERS SHALL BE SUBMITTED IN AN EDITABLE, ORIGINAL WORD OR WORD PERFECT FORMAT (NOT SCANNED).** All returns of service shall be filed electronically with the court.
- 5) A party who is not represented by an attorney may continue to file documents in the traditional paper format, and the Clerk of Court will scan and upload these documents to the E-System. Counsel shall transmit documents to unrepresented parties or personally serve such parties as required by the Colorado Rules of Procedure.
- 6) In all civil cases, all judicial rulings, opinions, orders, and other communication from the court shall be electronically filed to counsel, and the E-System will mail these communications to unrepresented parties. The only exception to this is in the case of ICCES notification of undeliverable pleadings and orders. In this instance the moving party shall mail the pleading or order and provide notice to the court.
- 7) The clerk may refuse pleadings not conforming to this Order.

For additional information regarding electronic filing, fees, service of documents, and training, the Court encourages all counsel to visit the ICCES website at the Colorado State Courts website, or www.court.state.co.us/icces. For technical assistance and customer service, please contact ICCES customer service at 855-CO-ICCES (855-264-2237).

Dated and signed this 5th day of August, 2013.



Michael K. Singer
Chief Judge, 13th Judicial District