

COMBINED COURTS, LARIMER COUNTY, COLORADO
201 LaPorte Avenue, Suite 100
Fort Collins, Colorado 80521

IN RE MANDATORY E-FILING IN SMALL CLAIMS CASES

ADMINISTRATIVE ORDER 2016-11

Effective January 1, 2017, the following policies and procedures shall apply to all Larimer County Small Claims cases.

- 1) All new cases, pleadings, exhibits, and all other documents filed by an attorney shall be filed electronically through the Colorado Judicial Department's E-System. All new documents filed in cases filed prior to the commencement date shall be filed electronically as of January 1, 2017. Counsel should refer to the electronic filing rules set forth at C.R.C.P. 121 section 1-26.
- 2) All documents relating to a single pleading or paper should be filed electronically as separate documents but as a single transaction. All proposed orders shall be submitted in the same transaction but shall be a separate document. Proposed orders must be filed in word or word perfect format to allow for court modification of the proposed order (not pdf or scanned).
- 3) Parties who are not represented by an attorney shall continue to file documents in paper format. The Clerk will scan and upload these documents to the E-System.
- 4) All judicial rulings, opinions, orders and other written communications from the court shall be filed electronically and served on counsel and pro se parties through the E-System.

Dated this 30th day of September, 2016.

BY THE COURT:



Stephen J. Schapanski
Chief Judge, 8TH Judicial District