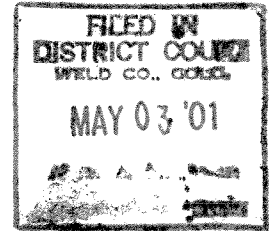


In the District Court in and for the  
County of Weld and State of Colorado


01 CV 01



ADMINISTRATIVE ORDER REGARDING REPRESENTATION BY CIVIL LEGAL SERVICES PROVIDERS

1. Pursuant to § 13-60-103, C.R.S. if the court is satisfied that any person is unable to prosecute or defend any civil action or special proceeding because the person is poor and unable to pay the costs and expenses thereof, the court in its discretion may permit such person to commence and prosecute or defend an action or proceeding without the payment of costs.
2. Both Colorado Legal Services, Inc. and Weld County Legal Services are nonprofit agencies that provide legal services to indigent person in civil matters. Both agencies screen applicants for their services using the same guidelines as the court.
3. In order to avoid delay in the applications for waiver of the costs related to the prosecution and defense of certain civil proceedings in this district, the chief judge of the district waives the requirement of filing motions to proceed in forma pauperis in civil actions before the district and county courts of this district for clients of the two organizations as long as the attorney of record assigned by the legal services organization files a notice that the attorney's client meets the eligibility standards for representation. The chief judge must approve the form of the notice. Exhibit A attached hereto is approved for Colorado Legal Services, Inc.
4. Upon receipt of a duly completed notice, the clerk of the court in which the case is filed is authorized and directed to allow the applicant to proceed in forma pauperis in trial court proceedings without a court order. The clerk of the court may refer any application to a judge of the court in which a matter is pending if there is any question about the eligibility of the applicant.
5. A standard application and motion to proceed in forma pauperis with verification of eligibility will be required in any appeal of a civil case.

THIS ADMINISTRATIVE ORDER IS ENTERED this by 3 day of May, 2001

  
\_\_\_\_\_  
Chief Judge William L. West  
19<sup>th</sup> Judicial District

See exhibit A attached hereto.

EXHIBIT A

DISTRICT COURT, WELD COUNTY, COLORADO	
Address: Family Courts Center 915 10 <sup>th</sup> Street P.O. Box 2038 Greeley, CO 80631	COURT USE ONLY
In Re: <b>Petitioner:</b>  <b>Respondent:</b>	
Attorney or Party Without Attorney (Name & Address):  COLORADO LEGAL SERVICES 800 8 <sup>th</sup> Ave., Suite 202, GREELEY, CO 80631 Attorney Reg. #: Phone No: 970-353-7554 Fax No: 970-353-7557	Case No:   Division:

**NOTICE OF REPRESENTATION BY CIVIL LEGAL SERVICES PROVIDER**

I, \_\_\_\_\_, a civil legal services provider, have determined  
(Attorney's name)

that \_\_\_\_\_ is eligible to have all fees relating to filing,  
(Name of client)

and service of process waived because \_\_\_\_\_ the applicant's income is 125%  
(check if applicable)

or less of the current official federal poverty income guidelines, or because \_\_\_\_\_ the  
(check if applicable)

applicant is otherwise eligible to receive civil legal services under the Legal Services Corporation Act of 1974.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney Certification

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk Approval