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| <b>DISTRICT COURT, WELD COUNTY, STATE OF COLORADO</b><br>Court Address: 901 9th Avenue, Greeley, CO 80631<br>Mailing Address: P.O. Box 2038, Greeley CO 80632-2038 | <p style="text-align: center;"><b>▲ COURT USE ONLY ▲</b></p> |
| <b>ADMINISTRATIVE ORDER NO. 13-02</b><br><i>AMENDED November 12, 2019</i>  |  |
| <b>AMENDED ORDER AND NOTICE REGARDING ELECTRONIC FILING FOR PROBATE CASES</b>  |  |

This Administrative Order replaces Administrative Order 06-02. The following guidelines shall apply to all district court Probate cases filed in 19<sup>th</sup> Judicial District Courts, effective March 4, 2013. The Clerk of Court will only accept district court Probate (PR) pleadings filed electronically, including Trust Registration Statements. All counsel shall electronically file all pleadings, motions, briefs, exhibits and other documents using the Colorado Courts E-Filing System (“CCE” or “E-System”).

- 1) All counsel shall electronically file and serve, in accordance with C.R.C.P. 121 §1-26, as amended in 2012, all pleadings, motions, briefs, affidavits, exhibits, and all other documents using the CCE service. 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. For probate of a will the will shall be scanned and submitted with the application or petition. The original will must be lodged with the court before the issuance of Letters.
- 2) All parties shall keep their address and contact information updated in the E-System. A filing party must enter or confirm the served party’s last known address in the E-System.
- 3) Pursuant to C.R.C.P. 121, Section 1-26(8), 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.
- 4) Documents may be filed through CCE in a non-criminal case using one of four designations: (1) a “sealed” document may be accessed only by judges, court staff, and authorized personnel within the judicial department; (2) a “protected” document that may be accessed by the public only after redactions are made pursuant to federal or state statute, court rule, or court order, but may be accessed in an unredacted format by the judges and court staff, authorized judicial department personnel, the parties and their attorneys; (3) a “suppressed” document may be viewed by all parties to the case, their attorneys, judicial officers and court staff, and authorized personnel within the judicial department, but suppressed documents are not accessible by the public absent a court order; (4) a “public” document may be viewed by anyone.

A party seeking to submit a sealed document must first file electronically a motion for leave to file a sealed document. If leave is granted by the Court, the judicial officer presiding over the case will direct the requesting party to either file the document electronically in CCE as

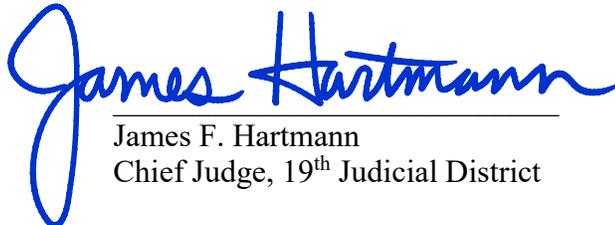
“sealed” or to file the document with the Court in paper format. A document filed in paper format as a sealed document will be scanned into JPOD by court personnel using the “sealed” option in JPOD.

- 5) 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 Word or Word Perfect format (not scanned).* All returns of service shall be filed electronically with the court.
- 6) 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 electronic file. Counsel shall transmit documents to unrepresented parties or personally serve such parties as required by the Colorado Rules of Civil Procedure.
- 7) In all District Court Probate cases, judicial rulings, opinions, orders and other communications from the court shall be electronically filed to counsel, and JPOD/CCE will mail these communications to unrepresented parties.
- 8) Where the system and necessary equipment are in place to permit it, self-represented parties and governmental entities and agencies may register to use CCE.

For additional information regarding CCE electronic filing, fees, service of documents, and training, the Court encourages all counsel or self-represented parties to visit the Colorado Judicial Branch Website at: <https://www.courts.state.co.us/Administration/Unit.cfm?Unit=efile>  
For technical assistance and customer service, please contact CCE Email Support: [efilingsupport@judicial.state.co.us](mailto:efilingsupport@judicial.state.co.us) or Phone Support: 1-855-264-2237.

Amended this 12<sup>th</sup> day of November, 2019.

BY THE COURT:



James F. Hartmann  
Chief Judge, 19<sup>th</sup> Judicial District