

<b>DISTRICT COURT, WATER DIVISION NO. 1, STATE OF COLORADO</b> Court Address: 901 9th Avenue, Greeley, CO 80631 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. 13-04</b> <i>AMENDED NOVEMBER 12, 2019</i>	
<b>AMENDED ORDER AND NOTICE REGARDING ELECTRONIC FILING FOR DIVISION 1 WATER COURT CASES</b>	

This Administrative Order replaces Administrative Orders 05-07 and 06-01(a). The following guidelines shall apply to all water cases filed in Water Division No. 1, effective March 4, 2013. All counsel shall electronically file all pleadings, motions, briefs, exhibits and other documents using the Colorado Courts E-Filing System (“CCE” or “E-System”).

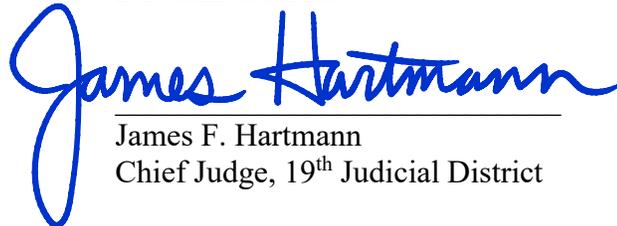
- 1) All counsel shall electronically file and serve, in accordance with C.R.C.P. 121 §1-26, all pleadings, motions, briefs, affidavits, exhibits, and all other documents using the CCE service. Pleadings with electronic signatures must indicate *which* original attorney signature is on file and verify the attorney responsible for the pleading. Printed copies of electronically filed documents shall not be filed with the Court.
- 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) 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. 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.
- 4) A party who is not represented by an attorney shall continue to file documents in the traditional paper format, and the Clerk of Court will scan and upload these documents to CCE/JPOD. Counsel shall transmit documents to unrepresented parties or personally serve such parties as required by the Colorado Rules of Civil Procedure.
- 5) 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.
- 6) In all water court cases, all judicial rulings, opinions, orders and other communications from the court shall be electronically filed to counsel, and CCE/JPOD will mail these communications to unrepresented parties.

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