

COUNTY COURT, WELD COUNTY, STATE OF COLORADO Court Address: 901 9th Avenue, Greeley, CO 80631 Mailing Address: P.O. Box 2038, Greeley CO 80632-2038	▲ COURT USE ONLY ▲
ADMINISTRATIVE ORDER NO. 13- 06 <i>AMENDED November 12, 2019</i>	
AMENDED ORDER AND NOTICE REGARDING ELECTRONIC FILING (COUNTY COURT CIVIL)	

This Administrative Order replaces Administrative Order 06-13. The following guidelines shall apply to all county court civil cases, with the exception of temporary protection orders, filed in Weld County Courts. The Clerk of the Court will only accept county court civil (designated with a “C” in the case number) pleadings filed electronically in County Court civil cases, except for temporary protection orders, through the Colorado Courts E-Filing System (“CCE” or “E-System”). All counsel shall electronically file all pleadings, motions, briefs, exhibits and other documents using CCE.

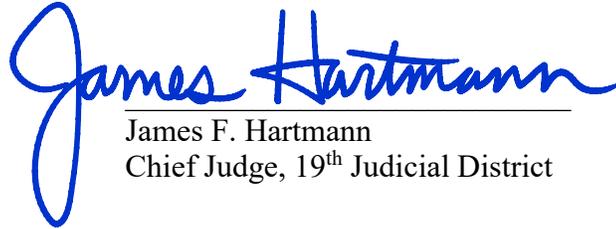
- 1) All counsel shall electronically file and serve, in accordance with C.R.C.P. 121 §1-26, all pleadings, motions, briefs, affidavits, exhibits, and all other documents using the CCE service. Pleadings with electronic signatures must indicate *which* original attorney signature is on file and verified as the attorney responsible for the pleading. Printed copies of electronically filed documents shall not be filed with the Court.
- 2) 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.
- 3) A party who is not represented by an attorney shall continue to file documents in the traditional paper format until further notice, and the Clerk of Court will scan and upload these documents to JPOD/CCE. Counsel shall transmit documents to unrepresented parties or personally serve such parties as required by the Colorado Rules of Civil Procedure.
- 4) Originals of promissory notes, checks, or other negotiable instruments shall be paper filed with the court prior to or on the return date on the summons. All paper filings must have the correct case number and return date when paper filed with the court and must include a self addressed stamped envelope. Those original documents will be returned with a notation on the face of the document upon entry of judgment.
- 5) In all county court cases, except for temporary protection orders, 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 or Phone Support: 1-855-264-2237.

Amended this 12th day of November, 2019.

BY THE COURT:



James F. Hartmann
Chief Judge, 19th Judicial District