



**SEVENTEENTH JUDICIAL DISTRICT
ADAMS COUNTY AND THE CITY AND COUNTY OF BROOMFIELD COLORADO
ORDER OF THE CHIEF JUDGE** **09-07**

MANDATORY ELECTRONIC CASE FILING (EFILING) FOR DISTRICT COURT DOMESTIC RELATIONS CASES

Effective Date: **JANUARY 1, 2010**

Effective January 1, 2010, all District Court Domestic Relations (DR) cases will be subject to mandatory electronic case filing. All attorneys shall electronically file all new cases and all documents via the Internet through the Colorado Supreme Court authorized E-System. The current Court-authorized system is LexisNexis File & Serve (LNFS).

All attorneys should refer to C.R.C.P. Rule 121, section 1-26 for complete electronic filing requirements. The rule outlines how documents shall be filed and served electronically, how original documents shall be maintained by counsel and other pertinent information related to E-Filing. The LexisNexis File & Serve web site, www.lexisnexis.com/fileandserve, provides additional information regarding electronic filing computer requirements, fees, service of documents and training opportunities.

For each document filed by an attorney in paper format, the clerk shall charge a fee of \$50.00 per document for the service of scanning and uploading the documents to LexisNexis (Rule 121, section 1-26, 13).

Documents and exhibits containing financial information shall be submitted using the "sealed electronically" option to ensure that non-public information can be redacted (Social Security Numbers and bank account numbers).

All documents requiring verification of the signature of both parties and/or counsel shall be electronically filed with scanned signatures. The statement "original signature on file" will not be acceptable for documents requiring verification of the signature of both parties and/or counsel.

All documents relating to a single issue may be filed electronically as a single transaction. For example a motion, exhibits and related affidavits may be filed under a single transaction. Effective January 1, 2010, all related documents (motion, proposed order, response and reply) shall be linked when electronically filed. Attorneys should contact LexisNexis File & Serve for instructions regarding linking. Failure to link related pleadings may result in a "denied defective" order from the court. A "denied defective" order is without prejudice. All proposed orders shall be submitted as a separate document within a transaction and shall be in an editable format, preferably Word (not scanned). See Rule 121, section 1-26, 15c.

Any party who is not represented by an attorney shall continue to file documents in paper format, and court staff shall scan and upload those documents to LexisNexis File & Serve.

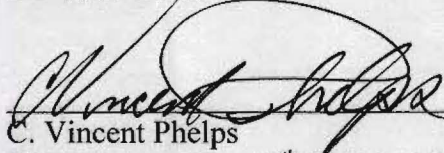
A Guardian ad Litem is considered an attorney of record and is subject to mandatory electronic filing. CFI's (Child & Family Investigators) and mediators who are licensed attorneys shall electronically file documents using the "sealed electronically" option.

CFI's and mediators who are not licensed attorneys shall file documents in paper format, and court staff shall scan and upload those documents to LexisNexis File & Serve. Scanning fees will not be assessed.

All judicial rulings, opinions, orders and other written communications from the court shall be filed electronically and served on attorneys and pro se parties by LexisNexis File and Serve.

Access to electronic cases and copies from electronic cases are subject to the Colorado State Judicial Department's Public Access policy. Copies of electronic documents may be obtained from court staff during regular court business hours. The cost is \$.25 per page.

BY THE COURT:


C. Vincent Phelps
Chief Judge of the 17th Judicial District

Dated Dec 9, 2009