

TWENTY-FIRST JUDICIAL DISTRICT, MESA COUNTY, COLORADO

ADMINISTRATIVE ORDER 16-05

Effective May 23, 2016, all new District and County Court criminal cases shall be subject to mandatory electronic filing using the State's E-Filing system. This includes the following case types: Criminal, Misdemeanor, Traffic and Juvenile Delinquency. A paper file will not be opened or maintained for any new cases filed on or after May 23, 2016. In cases filed prior to May 23, 2016, all documents filed after that date shall be filed electronically. The paper file will not be supplemented with e-filed documents.

Documents shall be electronically filed and served in accordance with Rule 49.5 of the Colorado Rules of Criminal Procedure and Chief Justice Directive 11-01 as currently in effect and as subsequently amended.

Filing attorneys shall:

- 1) Ensure all documents clearly identify the signature of the attorney (s);
- 2) Provide a complete and accurate Event Type and Document Title on ALL submitted documents, e.g., "Motion for Bond Hearing," not "Motion." ALL proposed orders must be titled regarding the relief being sought, e.g., "Order Regarding Motion for Bond Hearing," not "Order" or "Proposed Order,"
- 3) Clearly label exhibits and attachments on their face and also in the Event Type and Title. Do NOT use the "Pleading Supporting Document" code for attachments. Use the "Exhibits" Event Type and provide a specific Document Title that references the main pleading, e.g., "Exhibit A to Motion for Bond Hearing."

If it is necessary to file documents in court, the documents must pertain to the hearing being held. Documents pertaining to other matters in the case or to other cases will not be accepted and must be e-filed.

All proposed orders shall be submitted in editable format and will be rejected by the Clerk's office if they are not.

Documents submitted for *in camera* review or subject to a motion to seal will continue to be filed in paper format until further notice.

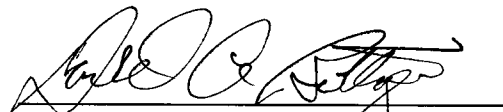
All rulings, opinions, orders and other written communications from the Court shall be electronically filed.

Parties not represented by counsel may file documents in paper format. Court staff shall scan and upload documents into the E-Filing system. No additional fees shall be charged to *pro se* litigants for scanning and uploading.

The Clerk of Court may accept paper filings from attorneys whose primary area of practice is outside the 21st Judicial District. After notice to an attorney that all future documents are to be e-filed, the Court will charge a fee of \$50.00 per document for the service of scanning and uploading a document filed in paper form, pursuant to Rule 49.5.

Done this 27th day of April, 2016.

BY THE COURT:



David A. Bottger, Chief Judge
Twenty-first Judicial District