



Denver County Court

CITY AND COUNTY BUILDING

Colfax and Bannock

Denver, Colorado 80202

Hon. Theresa Spahn
Presiding Judge

EXECUTIVE ORDER

AMENDED

DIRECTIVE REGARDING ELECTRONIC FILING FOR COUNTY COURT CIVIL CASES INCLUDING REPLEVINS, NUISANCE ABATEMENT CASES, MONEY DEMAND CLAIMS, FOREIGN JUDGMENTS, AND FED ACTIONS

Effective Monday, September 11, 2017, the Executive Order of July 5, 2011, and Presiding Judge Order of May 1, 2009, have been amended to require mandatory electronic filing of county court civil cases to include replevins, nuisance abatement cases, money demand claims, foreign judgments, and FED actions, through the Denver County Court E-Filing System.

Effective Friday, September 8, 2017, at 5:00 p.m., counsel will no longer utilize File & Serve Express for civil e-filing purposes in Denver County Court.

Effective, Monday, September 11, 2017, the above cases will be subject to mandatory electronic case filing through the Denver County Court E-Filing System. The following guidelines shall apply to all cases set out above.

1. All counsel shall electronically file and serve all pleadings, motions and all other documents using Denver County Court E-Filing System in accordance with Chief Justice Directive 06-02, C.R.C.P. Rule 305.5, and C.R.C.P. Rule 121, Section 1-26;
2. All documents relating to a single pleading or paper shall be filed electronically as a single transaction. Exhibits to Complaints in County Civil cases shall be filed separately from the Summons and Complaint to ensure that non-public information can be redacted (e.g. Social Security number, bank account number(s), etc.);
3. Complaints filed shall be duly verified or be accompanied by a Verified Affidavit as required by C.R.S. 13-63-101 for consideration of entry of Default Judgment. Counsel shall submit proposed monetary judgments via the Denver County Court E-Filing "Judgments" tab when e-filing new cases;

4. Party information shall be complete with names and current or last known address;
5. As of June 1, 2012, Denver County Court will only accept the standardized Fugitive Information Sheet (FIS) that is provided by the Court for the issuance of a Civil Warrant;
6. On or after May 1, 2009, for any case(s) filed electronically, all garnishments to be issued by the clerk are also required to be filed electronically;
7. The Court shall charge fifty dollars (\$50.00) per document for the service of scanning and uploading a document filed in paper form.
8. In all County Court Civil cases, all judicial rulings, opinions, orders and other communications from the Court shall be electronically filed to counsel, and Denver County Court will mail these communications to unrepresented parties.
9. Pro Se parties are excluded from mandatory e-filing requirements.

All counsel should refer to the electronic filing rules set form in the following locations:

C.R.C.P. Rule 305.5

C.R.C.P. Rule 121 Section 1-26;

Chief Justice Directive 06-02

<http://www.courts.state.co.us/supct/directives>

For additional information and answers to questions regarding electronic filing and service, the Court encourages all counsel to visit our website at: <https://efile.denvercountycourt.org>.

Dated and signed this 27th day of July, 2017

BY THE COURT:

/s/Theresa Spahn
Hon. Theresa Spahn
Presiding Judge
Denver County Court