

**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLORADO**

Civil Action No. \_\_\_\_\_

XOXOXO, and  
XOXOXO,

Plaintiff(s),

v.

XOXOXO,  
XOXOXO, individually, and in his official capacity as \_\_\_\_\_,  
XOXOXO, d/b/a XOXOXO,  
XOXOXO, a/k/a XOXOXO,  
XOXOXO, INC., a Colorado corporation, and  
XOXOXO, whose true name is unknown,

Defendant(s).

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TITLE OF DOCUMENT

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**For Proper Formatting Instructions, please follow the directions provided in this sample form.** Please also refer to the following documents:

- UNITED STATES DISTRICT COURT - DISTRICT OF COLORADO ELECTRONIC CASE FILING PROCEDURES (CIVIL CASES), available [HERE](#).
- U.S. District Court Civil Forms, available [HERE](#).
- Federal Rules of Civil Procedure, Appendix of Forms. **See Illustrative Civil Rules Forms**, officially published as the Appendix of Forms accompanying the Federal Rules of Civil Procedure, available on the website of the United States Courts, available [HERE](#).

**I. Caption.**

The caption format shall follow the format as found above in the sample caption. Parties shall be listed in a caption with one party per line. The proper name of a party shall be in capital letters, and any identifying text shall be in upper and lower case immediately following the proper name.

## II. First Page; Case Number.

The title of every paper shall reflect accurately its nature and the identity of the party on whose behalf it is filed. All papers filed in pending cases after commencement of the case shall bear the proper case number, the case year, the type of case, the chronological case number, the initials of the assigned district judge; and the initials of the assigned magistrate judge:

When the case is commenced, the clerk will select and designate the type of case, the assigned district judge and the assigned magistrate judge. The parties will thereafter use that designation as the case number. For the initials of the judicial officers, see the list of Judicial Officers' Initials found [HERE](#).

- A civil case shall be designated "cv" (for example 05-cv-01234-WYD-MJW);
- Miscellaneous filing of papers shall be designated "mc" (for example 05-mc-00123); and
- Registration of judgment pursuant to 28 U.S.C. § 1963 shall be designated "rj" (for example 05-rj-00123).

## III. Signature Block.

The name, current mailing address, and telephone number of any attorney of record or pro se party filing a paper shall be typed in a signature block at the end of the paper. A post office box number will be accepted as a mailing address, but a street address also must be provided. An electronic-mail address is required unless the filer is allowed to file in paper format pursuant to exceptions enumerated in the Electronic Case Filing Procedures of the District of Colorado (Civil Cases). A facsimile number is optional.

**"s/ signature."** Every pleading, written motion, and other paper requiring a signature must include a signature block with the filer's name preceded by an "s/" or "/s/" and typed in the space where the signature would otherwise appear.

**Filer's Signature on Case-Initiating Documents.** The login, password and "s/ signature" serves as the filer's signature on all such documents filed with the court. It also serves as the filer's signature for purposes of the Federal Rules of Civil Procedure, the local rules of this court, and any other purpose for which a signature is required in connection with proceedings before the court.

**Filer's Signature on Documents.** The login, password, and the "s/ signature" serve as the filer's signature on all documents electronically filed with the court. They also serve as the filer's signature for purposes of the Federal Rules of Civil Procedure, the local rules of this court, and any other purpose for which a signature is required in connection with proceedings before the court. The "s/signature" must match the filer name on the account for which the login and password are registered.

**Format of Signature Block.** The correct format for a signature block is as follows:

s/ Pat Attorney

***Pat Attorney***

ABC Law Firm

123 South Street

Denver, CO 80202-1234

Telephone: (303) 555-5555

FAX: (303) 555-5554

E-mail: patattorney@xyz.com

Attorney for (Plaintiff/Defendant) XYZ Company