

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

IN THE MATTER OF)
LOCAL RULES OF PRACTICE)

General Order 2005-06

ORDER ADOPTING AMENDMENTS TO D.C.COLO.LCivR 5.6
D.C.COLO.LCivR 10.1 D.C.COLO.LCrR 49.3 and D.C.COLO.LCrR 49.4

Pursuant to 28 U.S.C. § 2071, Fed. R. Civ. P 83, and Fed. R. Crim. P. 57, It is

ORDERED that Local Rules D.C.COLO.LCivR 5.6, D.C.COLO.LCivR 10.1
D.C.COLO.LCrR 49.3 and D.C.COLO.LCrR 49.4 are adopted and become effective
December 5, 2005.

**D.C.COLO.LCivR 5.6
ELECTRONIC CASE FILING**

- A. Electronic Filing.** Pursuant to Fed. R. Civ. P. 5(e), the court will permit materials to be filed, signed, and verified by electronic means. Parties filing by electronic means shall comply with standards and procedures set forth in a manual entitled "Electronic Case Filing Procedures for the District of Colorado (Civil Cases)." The current version of that manual shall be available in the clerk's office, and shall be posted on the court's web site.

- B. Paper Filings.** Parties authorized or directed to file in paper format, pursuant to exceptions enumerated in the Electronic Case Filing Procedures for the District of Colorado (Civil Cases), shall continue to file in accordance with all provisions of the local rules.

- C. Time.** Nothing in the Electronic Case Filing Procedures for the District of Colorado (Civil Cases) alters the rules governing the computation of the deadlines for filing and service of documents that are set forth at Fed. R. Civ. P. 6.

- D. Service.** Parties are authorized to make service under Fed. R. Civ. P. 5(b)(2)(D) through the court's transmission facilities.

D.C.COLO.LCivR 10.1
FORMAT AND COPIES OF PAPERS PRESENTED FOR FILING

- A. Definition.** The term "papers" includes pleadings, motions, briefs, or other filings made pursuant to the Federal Rules of Civil Procedure or these rules.
- B. Size.** All documents filed with the court shall be on 8½- by 11-inch, white paper. Use of recycled paper is acceptable.
- C. Margins.** Margins shall be 1½ inches at the top and 1 inch at the left, right, and bottom.
- D. Font.** Except in pro se cases or for good cause shown, all papers shall be typewritten using black ink and not less than 12-point font.
- E. Spacing.** All papers shall be double-spaced.
- F. Text.** Text shall be printed on one side of the page only.
- G. Legible.** All papers and signatures shall be legible.
- H. Exhibits.** Exhibits, other than documentary evidence in a different format, shall conform to this rule.
- I. 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, including in sequence the case year; the notation of the case type; the chronological case number; the initials of the district judge assigned; and the initials of the magistrate judge assigned:
1. civil case types shall be designated "cv" (for example 05-cv-01234-LTB-PAC);
 2. miscellaneous filings of papers case types shall be designated "mc" (for example 05-mc-00123); and
 3. registrations of judgment pursuant to 28 U.S.C. § 1963 case types shall be designated "rj" (for example 05-rj-00123).

When the case is commenced, the clerk will select and designate the case type

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and 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 Appendix N.

- J. Caption.** The caption format shall be as set forth in Appendix E. 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. For example:

XOXOXO, and
XOXOXO,

Plaintiffs,

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.

Defendants.

- K. 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. A paper shall be legibly signed in the signature block by the attorney of record or pro se party filing the paper.
- L. Original and Copies.** Except for papers filed by facsimile pursuant to D.C.COLO.LCivR 5.1A and filings made electronically pursuant to D.C.COLO.LCivR 5.6A, an original and two copies of every paper shall be filed with the court. The clerk shall transmit one copy to the assigned district judge and one copy to the assigned magistrate judge.

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- M. Notice of Change of Address or Telephone Number.** Within ten days after any change of address, telephone number or e-mail address of any attorney or pro se party, notice of the new address, telephone number or e-mail address shall be filed.

**D.C.COLO.LCrR 49.3
FORMAT AND COPIES OF PAPERS PRESENTED FOR FILING**

- A. Definition.** The term "papers" includes pleadings, motions, briefs, or other filings made pursuant to the Federal Rules of Criminal Procedure or these rules.
- B. Size.** All documents filed with the court shall be on 8½- by 11-inch, white paper. Use of recycled paper is acceptable.
- C. Margins.** Margins shall be 1½ inches at the top and 1 inch at the left, right, and bottom.
- D. Font.** Except in *pro se* cases or for good cause shown, all papers shall be typewritten using black ink and not less than 12-point font.
- E. Spacing.** All papers shall be double-spaced.
- F. Text.** Text shall be printed on one side of the page only.
- G. Legible.** All papers and signatures shall be legible.
- H. Exhibits.** Exhibits, other than documentary evidence in a different format, shall conform to this rule.
- I. 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, including in sequence the case year; the notation of the case type; the chronological case number; the initials of the district judge assigned; or the initials of the magistrate judge assigned:
1. criminal case types shall be designated "cr" (for example 05-cr-00123-LTB);

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2. criminal miscellaneous filings of papers case types shall be designated “y” (for example 05-y-00123-LTB);
3. magistrate judge case types shall be designated “mj” (for example 05-mj-00123-PAC);
4. petty offense case types shall be designated “po” (for example 05-po-00123-PAC);
5. search warrant case types shall be designated “sw” (for example 05-sw-00123-PAC).

When the case is commenced, the clerk will select and designate the case type and the assigned district judge or the assigned magistrate judge. The parties will thereafter use that designation as the case number. For the initials of the judicial officers, see Appendix N.

- J. Caption.** The caption format shall be as set forth in Appendix L. Defendants shall be listed in a caption by consecutive numbers with one defendant 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. For example:

UNITED STATES OF AMERICA,

Plaintiff,

v.

1. XOXOXO,
2. XOXOXO, a/k/a XOXOXO and XOXOXO, and
3. XOXOXO, INC., a Colorado corporation,

Defendants.

- K. Signature Block.** The name, current mailing address, and telephone number of any attorney of record or *pro se* defendant 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 (Criminal Cases). A facsimile number is

optional. A paper shall be legibly signed in the signature block by the attorney of record or *pro se* defendant filing the paper.

- L. Original and Copies.** Except for papers filed by facsimile pursuant to D.C.COLO.LCrR 49.1A. and filings made electronically pursuant to D.C.COLO.LCrR 49.4, an original and one copy of every paper shall be filed with the court.
- M. Notice of Change of Address, Telephone Number or E-mail Address.** Within five days after any change of address, telephone number or e-mail address of any attorney or *pro se* defendant, notice of the new address and telephone number shall be filed.

D.C.COLO.LCrR 49.4
ELECTRONIC CASE FILING

- I. Electronic Filing.** Pursuant to Fed. R. Crim. P. 49, the court will permit materials to be filed, signed, and verified by electronic means. Parties filing by electronic means shall comply with standards and procedures set forth in a manual entitled "Electronic Case Filing Procedures for the District of Colorado (Criminal Cases)." The current version of that manual shall be available in the clerk's office, and shall be posted on the court's web site.
- B. Paper Filings.** Parties authorized or directed to file in paper format, pursuant to exceptions enumerated in the Electronic Case Filing Procedures for the District of Colorado (Criminal Cases), shall continue to file in accordance with all provisions of the local rules.
- C. Time.** Nothing in the Electronic Case Filing Procedures for the District of Colorado (Criminal Cases) alters the rules governing the computation of the deadlines for filing and service of documents that are set forth at Fed. R. Crim. P. 45.
- D. Service.** Pursuant to Fed. R. Crim. P. 49, parties are authorized to make service through the court's transmission facilities.

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Dated at Denver, Colorado this 27th day of October, 2005

BY THE COURT:

/s/

Lewis T. Babcock, Chief Judge

/s/

Marcia S. Krieger, Judge

/s/

Edward W. Nottingham, Judge

/s/

Robert E. Blackburn, Judge

/s/

Wiley Y. Daniel, Judge

/s/

Phillip S. Figa, Judge

/s/

Walker D. Miller, Judge