

SUMMIT COUNTY, STATE OF COLORADO DISTRICT COURT Court Address: P.O. Box 269, Breckenridge, CO 80424	
<hr/> Attorney or Party Without Attorney: (Name & Address)	
Phone Number: FAX Number: E-mail: Atty. Reg. #:	
<b>▲ COURT USE ONLY ▲</b>	
<hr/> Case Number:	
Div.	
<b>DELAY REDUCTION &amp; E-FILING ORDER</b>	

- I. All civil courts in the Fifth District are on a delay reduction docket. Deadlines that must be met are:
1. Service of Process: Returns of Service on all defendants shall be filed within 60 days after the date of the filing of the complaint.
  2. Default Judgment: Application for default judgment shall be filed within 30 days after default has occurred.
  3. Trial Setting: Plaintiff shall serve a Notice to Set the case for case management conference and shall complete the setting of the case management conference within 30 days from the date the case becomes at issue. A case shall be deemed “at issue” when all parties have been served and have filed all pleadings permitted by C.R.C.P.7, or defaults or dismissals have been entered against all non-appearing parties, or at such other time as the Court shall direct.

The Court will consider extending these time periods upon timely filing of a motion showing good cause.

IF AN ATTORNEY OR PRO SE PARTY FAILS TO COMPLY WITH PART I OF THIS ORDER, THE COURT MAY DISMISS THE CASE WITHOUT PREJUDICE. THIS ORDER SHALL BE THE INITIAL NOTICE REQUIRED BY RULE 121, SECTION 1-10, AND RULE 41(B)(2).

- II. Proposed Findings and /or Orders must be submitted with any Motion presented to the Court.
- III. In an effort to mitigate budget cuts and staff reductions in the Fifth Judicial District, the Court generally requires that all parties shall serve their pleadings in the above-captioned matter using Electronic Case Filing (e-filing). If any party objects to the use of the e-filing system as the sole method for submitting pleadings herein, that party shall have 15 days from the date of this Order to file a motion showing good cause why a variance from e-filing should be granted.
- a. As part of the e-filing system, the Court further requires that all Proposed Findings and/or Orders must be submitted using the e-filing system’s inherent process for the attachment and submission of a filing from a party’s word processing document directly to the Court. For further information, please see “best practices” at <https://fileandserve.lexisnexis.com/WebPages/support.asp> Parties shall not submit any

Proposed Findings and/or Orders as either scanned or graphic images because such filings prevent the Court from editing as needed.

- b. As part of the e-filing system, the Court notes that graphic or scanned image submissions take up more file space and are therefore more difficult for the Court's clerks to download. There is also a new Colorado-wide limit of 1.5 Mb on individual e-filing submissions. Accordingly, to the extent possible, the Court further recommends that parties attempt to make e-filing submissions directly from their word processing documents as described above in III(a) and avoid the e-filing of graphic or scanned images wherever possible.

IV. Plaintiff shall mail a copy of this order to all other parties who enter an appearance.

V. Any Pro Se party shall include addressed, stamped envelope for themselves and all parties/attorneys in the case with any pleadings for which the parties would receive a copy of the Court's order.

DATED at Breckenridge, Colorado on this \_OCT\_ day of 26\_\_\_\_\_, 2004.

**BY THE COURT**



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**David R. Lass**  
**District Court Judge**

cc: Plaintiff(s) or Plaintiff(s) Counsel