

<b>DISTRICT COURT, WATER DIVISION NO. 1, STATE OF COLORADO</b> Court Address: 901 9th Avenue, Greeley, CO 80631 Mailing Address: P.O. Box 2038, Greeley CO 80632-2038	<p style="text-align: center;"><b>▲ COURT USE ONLY ▲</b></p>
<b>ADMINISTRATIVE ORDER NO. 05-07</b>	
Case Number: <b>05CW1</b> Division: <b>1</b>	
<b>ORDER AND NOTICE REGARDING ELECTRONIC FILING (WATER COURT)</b>	

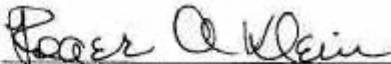
The following guidelines shall apply to all water cases filed in Water Division No. 1 effective August 1, 2005. After this date, the Clerk of the Water Court will only accept water (CW) pleadings by counsel filed electronically. All counsel shall electronically file all pleadings, motions, briefs, exhibits and other documents using LexisNexis File & Serve (LNFS). Cases filed prior to the commencement date shall begin to file all new documents in these cases electronically as of August 1, 2005.

- 1) All counsel shall electronically file and serve, in accordance with C.R.C.P. 121 §1-26, all pleadings, motions, briefs, affidavits, exhibits, and all other documents using the LexisNexis File & Serve service. Pleadings with electronic signatures must indicate *which* original attorney signature is on file and verify the attorney responsible for the pleading. Printed copies of electronically filed documents shall not be filed with the Court.
- 2) All documents relating to a single pleading or paper should be filed electronically as separate documents but as a single transaction. For example, a motion shall be filed as a main document, while exhibits and other related documents shall be filed as supporting documents. All proposed orders shall be submitted in the same transaction but shall be a separate document. *Proposed orders shall be submitted in Word or Word Perfect format (not scanned).* All returns of service shall be filed electronically with the court.
- 3) A party who is not represented by an attorney shall continue to file documents in the traditional paper format, and the Clerk of Court will scan and upload these documents to LexisNexis File & Serve. Counsel shall transmit documents to unrepresented parties or personally serve such parties as required by the Colorado Rules of Civil Procedure.
- 4) Applicant or Plaintiff shall provide a copy of this Order to all other parties who enter an appearance, and shall electronically file certification of service within 15 days following the entry of appearance.
- 5) In all water court cases, all judicial rulings, opinions, orders and other communications from the court shall be electronically filed to counsel, and LexisNexis File and Serve will mail these communications to unrepresented parties.

For additional information regarding electronic filing, fees, service of documents, and training, the Court encourages all counsel to visit the LexisNexis File & Serve website at <http://www.lexisnexis.com/fileandserve>. For technical assistance and customer service, please contact LexisNexis File & Serve customer service directly at (888) 529-7587.

Dated and signed this 23rd day of May, 2005.

**BY THE COURT:**

  
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 Roger A. Klein  
 Water Judge  
 Water Division No. 1