

## **TRICKS OF THE TRADE**

### **Can the Clerk's Office remove an erroneous/incorrect filing I just added to the docket?**

- No. Once the filing is entered in CM/ECF, the judges and parties receive a Notice of Electronic Filing (NEF). Instead, inform the CAS and officially notify the court by filing a Notice or amending the original filing.

### **How do I file a Motion for Leave to Restrict?**

- A public motion must be filed in the case for proper public notice and objection.

### **When will the judge rule on my motion?**

- The Clerk's Office cannot guess as to when a judge will rule on a pending motion. A Notice of Electronic Filing (NEF) will be issued when an order is entered on your motion. NEFs are issued at the final docketing screen and is usually sent to the judge and all parties to an action.

### **What are restriction levels? How do I file a restricted document?**

- See D.C.COLO.LCivR 7.2, Public Access to Documents and Proceedings.

### **Can a case be partially sealed?**

- No. Cases are either sealed or not sealed. There are no restriction levels for cases – only individual docket entries.

### **I just received an Administrative Notice from the Clerk's Office. What should I do?**

- Follow the directions contained in the text of the Administrative Notice.

**! TIP !** An administrative notice usually tells you what action to (not) take *in the future*. Rarely are you required to refile the document.

### **I am opening a new case and realized I made a mistake. I have already submitted a fee payment through pay.gov. Should I start over again?**

- No. Do not open another case. Instead, proceed with your original case and file a Notice or amendment that addresses the mistake.

**! TIP !** If you have made multiple attempts to file a complaint with payment, contact the Clerk's Office and advise accordingly so that a clerk can begin the refund process.

**! TIP !** If you failed to attach additional exhibits to supplement the initiating document, enter the case and file the additional exhibits as "Exhibit" or "Notice Other" and link the filing to the initiating complaint/petition.

**! TIP !** The Clerk's Office reviews all new cases for accuracy and compliance. If there is a problem with your case, you will be notified through an Administrative Notice.

**I have an emergency that requires immediate attention. What should I do?**

- Contact the Clerk’s Office via phone or email. However, please limit the number of contacts for the same matter because multiple calls/emails will only delay our ability to respond.

**How can I ensure my filings are processed quickly and correctly?**

- Before contacting the Clerk’s Office, be sure to visit the court’s website and thoroughly review:
  - judicial officers’ practice standards
  - local and federal rules
  - materials on CM/ECF use

Also, when submitting a docket entry, be sure to double-check not only the docket text, but also any .pdf attachments.

**What Event should I select for the pleading I need to file?**

- CM/ECF offers a limited number of events from which you may select. Choose the Event that most closely describes the relief you are requested in your motion.

**! TIP !** Use “Search” function in the CM/ECF tool bar to quickly search the list of Events..

**Can the Clerk’s Office help me create a filing?**

- No. A clerk can not provide you with direction as to what you should be presented to the court, nor can a clerk offer language you might include in your filing.

**I am still waiting for my case to be processed by the Clerk’s Office. When will this be done?**

- The Clerk’s Office works diligently to ensure that filings are processed accurately. We cannot rush through our processes because doing so lead to clerical errors. Know that we are working as quickly and accurately as possible, and your patience is very much appreciated.

**QUICK CONTACTS**

For docketing inquiries and questions,  
call *District* Judge CAS team at (303) 335-2026 OR  
call *Magistrate* Judge CAS team at (303) 335-2390

For civil case initiation inquiries,  
call Intake Division at (303) 335-3433, Option “0”

For criminal case inquiries,  
call District Judge CAS team at (303) 335-2026