

Chief Judge, Twelfth Judicial District

**ORDER:
Concerning E-filing Documents
Presented to the Court for In
Camera Review**



**CHIEF JUDGE
ADMINISTRATIVE ORDER
2018-03**

Because all criminal cases in the 12th Judicial District are e-filed, the District needs a process to deal with documents provided to the court for *in camera* review in these cases.

Documents provided to the court for *in camera* review need to be available to be sent to the appellate court if the case is appealed but these documents must not be accessible to the parties or the public except to the extent the presiding judge orders the release of any of the documents after the *in camera* review. Since these documents contain confidential material, it is also important to limit the number of court staff who handle these documents. To accomplish this, only the presiding judge and the Clerk of the Court in each county will handle these documents. Finally, to make it easier to review these documents, the Clerk of the Court will Bates Stamp the documents in the PDF creator program prior to e-filing the documents.

IT IS THEREFORE the policy of the 12th Judicial District that when documents are provided to the court for *in camera* review, the Clerk of Court, her or himself, will e-file these documents as “sealed” documents, which means they will only be accessible to judges and court staff per Section 3.07 of Chief Justice Directive 05-01 as amended 10-18-16 “Colorado Judicial Department Public Access to Court Records.” Once the presiding judge completes the *in camera* review, he or she will order the release of any appropriate documents to the parties in the case.

IT IS THE FURTHER POLICY of the 12th Judicial District that when the Clerk of the Court converts the documents to PDF to upload them, that the Clerk will have the PDF creator program also Bates Stamp the documents so each page will be numbered.

DONE this 19th day of November 2018.

BY THE COURT:

Pattie P. Swift, Chief Judge