



**Chief Judge Order 25-02
DELEGATION OF AUTHORITY**

Pursuant to Chief Justice Directive 95-01 Authority and Responsibility of Chief Judges¹ and the below stated authority, the undersigned, in her capacity as Chief Judge makes the following delegations of authority for the 18th Judicial District:

1. Administrative Matters

As Chief Judge and Administrative Authority of the 18th Judicial District, and in accordance with the Colorado Judicial System Personnel Rules and Fiscal Procedures, the undersigned, in her capacity as Chief Judge, hereby delegates responsibility for all administrative matters for the 18th Judicial District Trial Courts requiring action to the Court Executive of the 18th Judicial District. Such delegation includes signature authority.

¹ All references made to Chief Justice Directive 95-01 in this CJO 25-02 are to Part A, which pertains to trial courts.

As Chief Judge and Administrative Authority of the 18th Judicial District, and in accordance with the Colorado Judicial System Personnel Rules and Fiscal Procedures, the undersigned, in her capacity as Chief Judge, hereby delegates responsibility for all administrative matters for the 18th Judicial District Probation Department requiring action to the Chief Probation Officer of the 18th Judicial District. Such delegation includes signature authority.

Pursuant to CJD 95-01, “[t]he chief judge may delegate authority to the court executive, clerk(s) of court, chief probation officer, and other judicial officers as deemed appropriate. The chief judge maintains ultimate authority and responsibility despite delegation pursuant to this Directive.” CJD 95-01(II)(D). Accordingly, the undersigned may delegate authority, as deemed appropriate, in accordance with CJD 95-01. Such delegation may take place informally or by written order.

Additionally, the undersigned hereby reaffirms any formal and/or informal delegation of authority to the Court Executive and/or Chief Probation Officer that the undersigned has delegated during her time as Chief Judge.

2. Probate Registrar

Pursuant to C.R.S. § 15-10-307, the undersigned, in her capacity as Chief Judge, hereby designates the Clerk of Court for Arapahoe County to serve as the Probate Registrar for the Eighteenth Judicial District. In the capacity as Probate Registrar, the Clerk of Court for Arapahoe County is authorized to perform those acts and orders that Title 15, Articles 10 through 17, of the Colorado Probate Code specifies may be performed by a probate registrar. The Clerk of Court for Arapahoe County is also authorized to perform those acts and orders that the Colorado Rules of Probate Procedure specify may be performed by a probate registrar.

3. P.A.I.R.R. 2

Pursuant to P.A.I.R.R. 2, Public Access to Administrative Records of the Judicial Branch, the Chief Judge may delegate custodial authority over administrative records to a designee. Accordingly, the undersigned, in her capacity as Chief Judge, hereby delegates authority to the following designees for any covered P.A.I.R.R. 2 administrative records kept by each designee: the Court Executive, the Chief Probation Officer, and the Clerk of Court for Arapahoe County.

4. Delegation Under CJD 95-01

Pursuant to CJD 95-01, the undersigned may make additional delegations, either formally or informally. When practicable, such delegations will be in writing; however, circumstances may arise in which delegations may be informal to meet the needs of the judicial district.

The above delegations of authority shall remain in effect until this Order is otherwise rescinded or replaced.

SO ORDERED this 14th day of January 2025.

BY THE COURT:



Michelle A. Amico
Chief Judge
Eighteenth Judicial District