EL PASO AND TELLER COUNTY COMBINED COURTS

FOURTH JUDICIAL DISTRICT, STATE OF COLORADO

CHIEF JUDGE ORDER 2025-02

RE: ANNUAL LEAVE FOR JUDGES

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1. Per CJD 95-01, the Chief Judge is responsible for managing judicial officer leave to meet the district's needs, promote continuity of service, ensure timely resolution of cases, and support the health and well-being of judicial officers.

2. Per this CJO, each judge in the 4th Judicial District may take up to six (6) weeks of leave each calendar year. One (1) week of the six (6) allocated weeks must include either Christmas Day or New Year's Day.

3. Judges are independently responsible for the cases assigned to them and for that reason they must arrange to have assigned matters handled by another judicial officer before taking any planned leave.

4. All judges shall notify the Chief Judge or his/her designee of proposed vacation time in writing and with sufficient notice for the Chief Judge to ensure that the judge has coordinated appropriate coverage. The judges shall notify the Chief Judge of all leave requests through a method prescribed by the Chief Judge.

5. Judges may not carry over unused annual leave to the next calendar year.

6. Conferences, seminars and meetings approved by the Judicial Branch shall not count against a judge's six (6) weeks of annual leave.

7. Consistent with CJD 95-01, if a judge takes in excess of six weeks of vacation without the Chief Judge's approval, the Chief Judge may exercise discretion to take action, including but not limited to: notifying the Chief Justice; notifying the Office of Judicial Performance Evaluation; filing a report with the Commission on Judicial Discipline; and shifting docket assignments.

8. This CJO supersedes all prior orders concerning judges' leave, including but not limited to Directive 98-2 (as amended and reissued on February 24, 1998) and the Addendum to Directive 98-2 (dated April 1, 1998) (which orders are hereby rescinded).

SO ORDERED, this 22nd day of January, 2025.

Erin L. Sokol, Chief Judge