



Chief Judge Order 25-01
ADOPTING PRIOR CHIEF JUDGE ORDERS, CHIEF JUDGE
ADMINISTRATIVE ORDERS, AND BEST BUSINESS PRACTICES ISSUED
FOR THE 18TH JUDICIAL DISTRICT PRIOR TO JANUARY 14, 2025

House Bill 20-1026 separates the existing 18th Judicial District (Arapahoe, Douglas, Elbert, and Lincoln Counties) into the 18th Judicial District (Arapahoe County) and the 23rd Judicial District (Douglas, Elbert, and Lincoln Counties). The effective date of this transition to two separate judicial districts is January 14, 2025. *See* C.R.S. § 13-5-123.2. With the creation of the 23rd Judicial District on January 14, 2025, the undersigned, in her capacity as Chief Judge of the 18th Judicial District, finds it necessary to identify the existing local policies that will be adopted for the new 18th Judicial District.¹

Accordingly, pursuant to Chief Justice Directive 95-01 Authority and Responsibility of Chief Judges, the undersigned, in her capacity as Chief Judge of

¹ The undersigned will be issuing other new Chief Judge Orders on today's date, which will contain additional policies for the 18th Judicial District. The undersigned anticipates issuing additional new Chief Judge Orders when ready, including an updated Chief Judge Order re: Bond Guidelines.

the 18th Judicial District, hereby adopts the following Chief Judge Orders, Chief Judge Administrative Orders, and Best Business Practices for the 18th Judicial District:

1. Chief Judge Orders

- Chief Judge Order 24-04 Delegating Authority to the Jury Commissioner for Each County in the Eighteenth Judicial District to Reschedule and Excuse Jurors (October 16, 2024)²
- Chief Judge Order 23-01 Regarding C.R.J.P. 3.7 and Delegation of Authority to Presiding Juvenile Judge (February 1, 2023)
- Chief Judge Order 23-05 Authorizing the Dismissal of Counts in the Case Management System Where No Charge Disposition Exists (May 8, 2023)
- Chief Judge Order 23-06 Exempting Grand Jury Indictment Return Hearings from Live Streaming (May 12, 2023)
- Chief Judge Order 23-08 Implementing Procedures for Obtaining a Court Order for Restrictive Housing in Jails Pursuant to C.R.S. § 17-26-301, et seq. (June 28, 2023)
- Chief Judge Order 23-09 Regarding Eighteenth Judicial District Magistrates and C.R.M. 7 Petitions for Review (June 30, 2023)
- Chief Judge Order 23-11 Assigning District Court and Qualified County Court Judges to Sit Interchangeably Throughout the Eighteenth Judicial District (September 1, 2023)
- Chief Judge Order 23-12 Concerning Electronic Devices in Judicial Buildings and Probation Offices in the Eighteenth Judicial District (November 12, 2023)
- Chief Judge Order 22-01 Regarding the Appointment of Marco D. Chayet, Esq. as 18th Judicial District Public Administrator (February 7, 2022)

² The date noted after each Chief Judge Order, Chief Judge Administrative Order, and Best Business Practice in this CJO 25-01 represents the date on which it was signed.

- Chief Judge Order 22-02 Regarding the Appointment of Jennifer R. Oviatt as 18th Judicial District Deputy Public Administrator (February 7, 2022)
- Chief Judge Order 22-03 Regarding the Appointment of Cyndi Lyden, Esq. as 18th Judicial District Deputy Public Administrator (February 7, 2022)
- Chief Judge Order 22-05 Setting Forth Bond Guidelines (March 2, 2022)
- Chief Judge Order 22-06 Regarding Crim. P. 5 Advisements for all Arrestees in the 18th Judicial District Jails (April 6, 2022)
- Chief Judge Order 22-08 Authorizing the Clerks of Court of the Eighteenth Judicial District to Perform Certain Duties in Traffic Infraction Cases (April 26, 2022)
- Chief Judge Order 22-09 Authorizing the Clerks of Court of the Eighteenth Judicial District to Perform Certain Duties in Civil Infraction Cases and to Appoint and Designate all Eighteenth Judicial District Magistrates to Preside over Civil Infraction Cases and County Court Judges to Act as Magistrates to Preside over Civil Infraction Cases (July 20, 2022)
- Second Amended Chief Judge Order 22-10 Regarding the Eighteenth Judicial District Procedures for Receiving Complaints Alleging Judicial Misconduct from Persons or Entities Who Are Not an Employee, Volunteer, Intern, Extern, or Contractor of the Colorado Judicial Department (November 28, 2022)
- Chief Judge Order 21-06 Vacating Certain Monetary Amounts Assessed Against a Juvenile in Certain Proceedings Pursuant to HB 21-1315 (September 23, 2021)
- Chief Judge Order 21-07 Authorizing Clerks of Court to Modify a Juvenile's Court Record to Reflect Accurate Sex Offender Registration Status Pursuant to House Bill 21-1064 (October 15, 2021)
- Chief Judge Order 19-06 Adoption of Probation Policy 3-102 Regarding Alternative to Court Ordered Useful Public Service (September 12, 2019)

- Chief Judge Order 18-03 Regarding Certain Prohibited Activities Outside the Arapahoe County Justice Center (June 28, 2018)
- Chief Judge Order 18-04 Regarding Certain Prohibited Activities Inside the Arapahoe County Justice Center (June 28, 2018)
- Chief Judge Order 17-02 Regarding Exhibit Policies and Procedures in E-Filed Cases (August 30, 2017)
- Chief Judge Order 16-04 Adopting a Truancy Detention Reduction Policy and Plan in Accordance with Senate Bill 15-184 (Codified at Section 13-4-145, C.R.S. (2015)) (February 24, 2016)
- Chief Judge Order 16-08 Regarding Waiver of Balances of \$10.00 or Less after Attempts to Collect have Failed (April 19, 2016)
- Revised Chief Judge Administrative Order 14-04: Order Authorizing Clerks of Court to Dismiss Certain Traffic, Misdemeanor and Infraction Cases in Compliance with Best Business Practices Updated October 20, 2011 (February 3, 2014)³
- Chief Judge Order 14-08 Regarding the Transition of the 18th Judicial District Public Administrator (February 27, 2014)
- Chief Judge Order 14-27 Designating the Victim Services Unit of the District Attorney's Office for the Eighteenth Judicial District as Court's Designee to Receive and Disclose HIV Diagnostic Test Results (November 5, 2014)
- Chief Judge Order 12-09 Re: Official Transcripts/Records (April 19, 2012)
- Chief Judge Order 12-10 Regarding Dismissal of Cases in Which There is Not Information Regarding the Defendant (May 10, 2012)
- Chief Judge Order 12-21 Regarding Alcohol and Drugs in the Courthouses of the Eighteenth Judicial District (December 19, 2012)
- Chief Judge Administrative Order 11-01: Order Authorizing Clerks of Court to Dismiss Certain Traffic and Infraction Cases (March 17, 2011)

³ Previous Chief Judges used different titles for Chief Judge Orders and Chief Judge Administrative Orders, and the undersigned has attempted to categorize these prior Orders into the proper categories.

- Chief Judge Order 09-05 Regarding Dismissal of Cases in Which the Defendant is Deceased (February 6, 2009)
- Chief Judge Order 07-26 Restricting Firearms and Weapons in Court and Probation Facilities (November 1, 2007)
- Chief Judge Order 06-08 Concerning Conducting Weddings in the Arapahoe County Courthouses (May 9, 2006)

2. Chief Judge Administrative Orders

- Chief Judge Administrative Order Assigning Judge Michael Roche and Judge J. Jay Williford to Assist with Division 202 Docket (January 8, 2025)
- Second Amended Administrative Order Regarding Prioritization of Reported v. Recorded Cases in the Eighteenth Judicial District (November 14, 2022)
- Administrative Order Appointing Danielle Bodenhorn as the Jury Commissioner for Arapahoe County (March 31, 2022)
- Administrative Order Regarding the Colorado Courts Online Conservator's Report (CCOCR) Pilot Project (June 23, 2021)
- Administrative Order Pursuant to C.R.P.P. 4 Delegating Powers to Clerk and Deputy Clerk (August 9, 2019)
- Administrative Order Appointing Shana Kloek as the Clerk of Court for the Arapahoe County Combined Courts (December 20, 2016)
- Chief Judge Administrative Order Directing the Clerks of Court in the Eighteenth Judicial District to Correct Financial Assessments in Previously Dismissed Deferred Judgments and Sentences or Deferred Adjudications (November 8, 2018)
- Administrative Order Providing Information to the Public on Courthouse and Probation Office Closures in the 18th Judicial District (October 19, 2016)
- Administrative Order Entering Standing Order Regarding Petitions for Early Termination of Community Corrections Sentences Under C.R.S. § 18-1.3-301(1)(h)(II)-(III) (September 9, 2016)
- Administrative Order Regarding Exemption from Electronic Filing (August 16, 2016)

- Corrected Administrative Order Regarding Disclosure of Information from Juvenile Detention Facilities (March 28, 2016)
- Administrative Order Revising the Policy Regarding the Use of Restraints on In-Custody Juveniles During Pretrial and Post-Trial Proceedings in Juvenile Court (March 24, 2016)
- Administrative Order Appointing Douglas Gray Chief Probation Officer for the Eighteenth Judicial District (March 14, 2016)
- Administrative Order Modifying November 25, 2014 Administrative Order Providing MVL Access to Domestic Relations Electronic Case Files (November 19, 2015)

3. Local Best Business Practices


- Best Business Practice Number 22-01: Procedure Regarding Outstanding Funds in the Court Registry in the Eighteenth Judicial District (May 6, 2022)
- Best Business Practice Number 21-01: Name Changes for Minors in the Eighteenth Judicial District (August 18, 2021)
- Best Business Practice Number 19-01: Policies and Procedures Regarding the Distribution of Narcan® Nasal Spray Kits by the 18th Judicial District Problem-Solving Courts (April 17, 2019)
- Best Business Practice Amended Number 12-04 Reimbursement Request for Civil Jury Trials (May 23, 2017)
- Best Business Practice Number 17-02: Policies and Procedures Regarding Out-of-State Bonds and Property Bonds (August 17, 2017)
- Best Business Practice Number 17-03: Policies and Procedures Regarding Exhibits in E-Filed Cases (August 30, 2017)
- Best Business Practice Number 16-01: Policy Regarding Interplay of Civil County and Domestic District Court Regarding Restraining/Protection Orders (May 2, 2016)
- Best Business Practice Number 12-02: Use of Courthouse Facilities and After Hours Admittance of Non-Employees (February 22, 2012)

To the extent any of the above listed Chief Judge Orders, Chief Judge Administrative Orders, and Best Business Practices include Douglas, Elbert, and/or Lincoln Counties, the applicable document shall only be adopted as it pertains to Arapahoe County.

Additionally, if a Chief Judge Order, Chief Judge Administrative Order, or Best Business Practice is not adopted by this Chief Judge Order 25-01, the undersigned finds that it has served its purpose and does not need to be formally adopted moving forward. In the event the undersigned inadvertently missed adopting an applicable Chief Judge Order, Chief Judge Administrative Order, or Best Business Practice, then the undersigned may issue a supplemental adoption order on a later date. Although not mentioned in this CJO 25-01, all Chief Judge Administrative Orders entered in individual cases (i.e. recusal reassignments, senior judge reassignments, etc.) remain in effect. Similarly, this CJO 25-01 does not impact any board appointments or other appointment orders, even if labeled as a Chief Judge Administrative Order, entered by the Chief Judge that are still in effect.

SO ORDERED this 14th day of January 2025.

BY THE COURT:



Michelle A. Amico
Chief Judge
Eighteenth Judicial District