

**2001-02**

**8<sup>TH</sup> JUDICIAL DISTRICT ADMINISTRATIVE POLICIES & PROCEDURES**

**CASES FILED INVOLVING AN EMPLOYEE; AN EMPLOYEE'S RELATIVE, SIGNIFICANT OTHER, OR ANYONE WHO HAS A CLOSE PERSONAL RELATIONSHIP TO AN EMPLOYEE**

The procedures set out below are to be followed when a case is filed concerning an employee or an employee's current or former relative, significant other, or anyone else that has a close personal relationship to the employee.

- Upon an employee first learning of a case being filed concerning themselves or a current or former relative, significant other or where an appearance of a conflict may present itself due to the close personal relationship to an employee, the employee shall immediately notify the Clerk of Court, the appropriate Judge if you are division staff, or the Chief Probation Officer as applicable.
- Relative includes spouse, child, stepchild, parent, grandparent, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandchild, brother, sister, brother-in-law, sister-in-law, nephew, niece, aunt, uncle or legal dependent.
- Should a case be filed involving a situation where an appearance of conflict is uncertain, the employee shall immediately notify the Clerk of Court, the appropriate Judge if you are division staff, or the Chief Probation Officer to determine if there is a conflict.
- An employee shall not process any case files and/or pleadings or make computer entries in a case when any of the individuals set out above are a party or witness.
- If an employee wishes to review the case file involving any of the individuals set out above, they must submit a written request to the Clerk of the Court, Judge, or Chief Probation Officer. The Clerk of Court or Chief Probation Officer shall make arrangements for the file to be reviewed in the presence of the Unit Supervisor, Clerk of Court, Judge, or Chief Probation Officer.
- The Clerk of Court or Chief Probation Officer shall inform the Judge assigned to the case and the District Administrator when a case has been filed that involves any of the situations set out in this policy.

Please note that failure to comply with the above policy may be deemed a violation of the Colorado Judicial Branch Code of Conduct and/or the Colorado Judicial System Personnel Rules and may be grounds for corrective or disciplinary action.

Effective this 14 day of March 2001. (rescinds 2000-02)

  
James H. Hiatt, Chief Judge