

DISTRICT COURT, LARIMER COUNTY, COLORADO 201 Laporte Avenue, Suite 100 Fort Collins, CO 80521 Telephone: (970) 494-3500	
<p style="text-align: center;">ADMINISTRATIVE ORDER CONCERNING FELONY CRIMINAL CASE ASSIGNMENTS FOR THE 8th JUDICIAL DISTRICT (Revising and replacing Administrative Order 2017-3)</p>	
ADMINISTRATIVE ORDER 2018-9	

Except as otherwise described below, felony criminal cases shall be assigned on a rotating basis among those judges handling CR cases. These assignments are based on the class of the charges at the time of filing, not on amendments or additional charges filed at a later time.

F1's:

Cases shall be assigned on a rotating assignment sheet separate from lesser class felony cases. These assignments are not inclusive of DF1 charges. Any defendant charged with an F1 prompts the use of the F1 assignment sheet. Assignments shall conform to the following procedures:

Single defendant:

1. Cases involving a single defendant will be assigned to the judge who is next in the rotation. Assignment shall not be based on the defendant having pending cases or active sentences.

Co-defendants:

1. Cases involving co-defendants will be assigned as a group to the judge who is next in the rotation, even if one or more of the defendants are not charged with an F1 and regardless of any defendant having pending cases or active sentences.

When a judge is assigned an F1 case, the clerk shall cross that judge's name off the F1 assignment sheet to match the number of F1 cases he or she is assigned.

F2's, DF1's, or less:

Cases shall be assigned on a rotating non-F1 case assignment sheet. Assignments shall conform to the following procedures:

Single defendant:

1. A case involving a single defendant with no pending cases or active sentences will be assigned on a rotating basis.
2. A case involving a single defendant with one or more pending cases or active sentences shall be assigned to the judge who had the prior case(s).

Single co-defendant

1. If a single co-defendant is listed on the arrest affidavit or criminal complaint and both the defendant and co-defendant have no pending cases or active sentences, the clerk shall assign the case involving the first defendant on a rotating basis and subsequently assign the same judge to the felony cases of the remaining co-defendant.
2. If the defendant and/or co-defendant has a pending case or active sentence, the newly filed cases shall be assigned to the judge with the oldest pending felony case (determined by filing date).

Multiple co-defendants


1. When there are multiple co-defendants and only one defendant has a pending case or active sentence, the co-defendant cases shall be assigned to the judge with the pending case.
2. When there are multiple co-defendants and more than one co-defendant has a pending case or active sentence, the newly filed co-defendant cases shall be assigned to the judge with the most recent pending case (determined by filing date). All other co-defendant pending cases may be reassigned, upon agreement of the assigned judge and the judge to whom the case is being reassigned.

None of the above prohibits a judge from transferring a case to or from a courtroom at the agreement of the judges in both courtrooms. Upon such agreement, the clerk shall reassign the subject cases.

This order does not affect or alter the power of the Chief Judge to reassign cases where appropriate, such as at the request of the assigned judge, in the interest of judicial economy and efficiency, or for other good cause as granted under Chief Justice Directive 95-01.

This order supersedes and replaces Administrative Order 2017-03 and any amendments to that order.

SO ORDERED this 6th day of December, 2018.



Stephen E. Howard
Chief Judge, Eighth Judicial District