



**TWENTY-FIRST JUDICIAL DISTRICT  
ADMINISTRATIVE ORDER OF THE CHIEF JUDGE 2024-04  
CASE ASSIGNMENTS FOR DISTRICT COURT JUDGES  
(SUPERSEDES ADMINISTRATIVE ORDER 2023-03)**


The district judges reached a consensus regarding the assignment of district court cases. With the goal of serving the public as best as possible regarding all case types, recognizing the challenges we face while awaiting the construction of a new courtroom, and consistent with the consensus reached by the district judges, **commencing on July 22, 2024**, I order the following:

1. In November 2022, all cases that were previously assigned to Division 5, including closed cases, were reassigned to Division 10. All cases that were previously assigned to Division 10, including closed cases, were reassigned to Division 5. Due to the nature of the bulk data transfer that was used to reassign the cases and that it is possible that some cases should have been but were not reassigned as described above, upon discovery, cases that were not reassigned from Division 5 to Division 10 and from Division 10 to Division 5 during the bulk data transfer shall be reassigned as described above.
2. The district judges will be assigned to the divisions/courtrooms as follows: Judge Barrett (Division 9/Courtroom 9); Judge Chaffin (Division 5/Courtroom 5); Judge Flynn (Division 11/Courtroom 11); Judge Henderson (Division 12/Courtroom 12); Judge Larson (Division 14/Virtual Courtroom); and Judge Robison (Division 10/Courtroom 10). All cases currently assigned to Divisions 5, 9, 10, 11, 12, and 14, except as described above or below, shall remain as they are currently assigned.
3. Given that Division 14 does not currently have an available courtroom to which it can be assigned, the presiding judge in that division shall endeavor to hold hearings virtually. In the event it is deemed necessary for a hearing to be held in person, another division should be contacted to find available court time. The district judges agree that the judge who is assigned to Division 14 will rotate every eighteen months.
4. New felony criminal cases (CR), except for cases where it is alleged that the defendant caused or attempted to cause the death of another person, shall be assigned by the CR desk to Divisions 5, 9, 10, 11, and 12 on an equal but rotating basis with each of these five divisions receiving one-fifth of the new cases. Furthermore, the division to which officer-initiated felony summons are being received shall receive credit for such cases in the rotating assignment process.

5. If a defendant has had a prior CR case, the CR desk shall assign the new case to the same division that presided over the defendant's prior case. Furthermore, the CR desk shall assign co-defendants to the same division but if the number of co-defendants is greater than five, the cases shall be assigned by the Chief Judge. If co-defendants have prior CR cases with different divisions, the Chief Judge shall assign the cases.
6. If the CR desk erroneously fails to assign a CR case as required and there are no allegations in the new case that the defendant caused or attempted to cause the death of another person, the district judge to whom the new case was erroneously assigned may confer with the district judge to whom the case should have been assigned. If the two district judges agree, the case may be reassigned to the district judge to whom the case should have been assigned.
7. New felony criminal cases where it is alleged that the defendant caused or attempted to cause the death of another person shall be individually assigned by the Chief Judge.
8. New civil cases (CV), except for proceedings brought pursuant to C.R.C.P. 120 and appeals of county court matters, shall be assigned to Divisions 5, 9, 10, 11, and 12 on an equal but rotating basis with each of these five divisions receiving one-fifth of the new cases.
9. New dependency and neglect cases (JV) shall be assigned to Divisions 5, 9, 10, 11, and 12 on an equal but rotating basis with each of these five divisions receiving one-fifth of the new cases. Unless otherwise ordered by the district judge who is assigned to the case, a magistrate will preside over all matters allowed by law. Magistrate reviews, as well as other matters over which the magistrate lacks authority to preside over in such cases, shall be presided over by the district judge who is assigned to the case.
10. New domestic relations cases (DR) shall be assigned to Divisions 5, 9, 10, 11, and 12 on an equal but rotating basis with each of these five divisions receiving one-fifth of the new cases. Unless otherwise ordered by the district judge who is assigned to the case, a magistrate will preside over all matters allowed by law. Magistrate reviews, as well as other matters over which the magistrate lacks authority to preside over in such cases, shall be presided over by the district judge who is assigned to the case.
11. Magistrate reviews of the magistrate presiding in Division 6 shall be presided over by the district judge who is assigned to Division 14.
12. Probation matters regarding the Interstate Compact Agreement shall be presided over by the district judge who is assigned to Division 14.

13. New cases involving probate matters (PR)- estates, protective proceedings, and trusts; relinquishment of parental rights (JR); mental health (MH); proceedings brought pursuant to C.R.C.P. 120; proceedings brought pursuant to C.R.S. 13-14.5-103, et seq. (extreme risk protection orders); appeals of county court matters; and adoptions (JA) shall be assigned to Division 14, except that all new cases involving adoptions where the child has been made available for adoption because of a JV case shall be assigned to the same division that presided over the JV case.
14. To the extent allowed by law, juvenile delinquency cases (JD) will continue to be presided over by a magistrate. If a magistrate is unable to preside over a case (e.g., a jury trial becomes necessary), the case shall be presided over by the judge who is assigned to Division 14.
15. The Chief Judge may assign a judge to perform specific duties related to a case (i.e., ruling on pending motions, presiding over a trial, etc.) even though the case is assigned to a different judge and may also assign cases as deemed to be appropriate.
16. If a judge finds it necessary to recuse from a case, the judge's Order of Recusal shall be forwarded to the Chief Judge. The Chief Judge will then reassign the case or refer the matter to the State Court Administrator for reassignment.
17. When only a misdemeanor or lesser offense is filed in a CR case, the district court judge may transfer the case to the county court judge that presided over the Rule 5 advisement hearing.
18. When a PV Complaint has been filed in a CR case and the underlying conviction in the case is only a misdemeanor, the district judge may transfer the CR case to a county court judge who is presiding over another criminal matter in county court involving the same defendant.
19. With the exceptions noted above, cases may not be reassigned without the permission of the Chief Judge.

Done this 13<sup>th</sup> day of June 2024.



BRIAN J. FLYNN  
Chief Judge