



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 06-101

SUBJECT: Division Rotation and Scheduling Cases in District Court

To: Twentieth Judicial District Judicial Officers, Court Executive, Clerk of Court and Court Staff

From: Ingrid S. Bakke
Chief Judge

DATE: October 27, 2020

This order replaces versions of 20th Judicial District Administrative Order 06-101 dated February 16, 2006, May 31, 2006, March 29, 2007, July 1, 2008 and December 2, 2011.

District Court Division Rotation Schedule (effective 9/1/07)

District Court Division 1, Division 12 and Division 14 will be assigned Domestic Relations cases. District Court Division 2, Division 3 and Division 5 will be assigned Civil and Probate cases. District Court Division 4 and Division 6 will be assigned Criminal cases. District Court Division 13 will be assigned Integrated Treatment Court (ITC) cases, juvenile delinquency, truancy and probation violations. Emergency Mental Health hearings are handled on a rotating basis by each division during their scheduling weeks. During District Court open weeks, Division 13 will schedule and handle hearings. Division 13 handles Mental Health case management.

District Court Rotation Schedule – Each district court division will serve 2 years in a Domestic Relations division, 2 years in a Criminal division, 2 years in a Civil/Probate division and 1 year in the Integrated Treatment Court division with some exceptions.

Detailed district court division assignments are posted on the 20th Judicial District web page at:
https://www.courts.state.co.us/Courts/County/Custom.cfm?County_ID=62&Page_ID=85.

Scheduling Rules for Judges Who Are Setting Cases (effective 2/16/06)

1. Each judge shall set the number of cases per week that the judges as a group decide that each judge shall set.
2. A judge who knows in advance that he or she is not available to try cases for all of the days of a given trial week shall send a proportionately smaller number of cases to be scheduled.
3. Every effort should be made not to set domestic relations or civil cases on the trailing docket if a court interpreter is required.
4. No judge shall set hearings or trials during a trial week during which the judge will not be available to try cases unless the judge has conferred in advance with the other judges or unless the case is a dependency and neglect case.

5. No judge shall set hearings, trials, appointments, or any personal events during trial weeks that interfere with the scheduling judge's ability to assign cases as necessary.
6. No judge shall promise a firm set trial or hearing date to any litigant or attorney whose case is set on the trial docket. In some cases in which a defendant is incarcerated, special arrangements for a firm setting may be necessary.
7. Each judge shall obtain all cases set on the trailing docket and do a personal case review of each case to determine whether outstanding motions are pending or other matter must be dealt with before the case is sent to the scheduling judge.
8. Each judge shall make every effort to rule on any dispositive motions before the case is sent to the scheduling judge.
9. Each judge shall keep the scheduling judge apprised of changes in case status regarding any cases that have been sent to the scheduling judge.
10. Domestic Relations divisions shall set seven cases during each week that the judges in those divisions are in charge of scheduling.

Scheduling Rules for the Scheduling Judge (effective 2/16/06)

1. District judges shall be assigned to schedule cases for all of the other judges on a rotating basis according to a schedule prepared by the district administrator and approved by the chief judge.
2. During assigned scheduling periods, scheduling shall be the scheduling judge's first priority although the judge may set other matters as necessary.
3. The scheduling judge shall make every effort to be available during the entire week. If this is not possible, the judge shall obtain the help of another judge to cover the scheduling tasks. The scheduling judge may also exchange weeks with other judges.
4. It is the scheduling judge's responsibility to contact the lawyers and unrepresented parties to explore settlement.
5. The scheduling judge may set settlement conferences at his or her discretion, but such settlement conferences shall not replace mandatory alternative dispute resolution.
6. Priority will be given to those cases that are given priority by statute or rule, criminal or juvenile cases in which "speedy trial" is about to run or where there are special circumstances in the case, criminal or juvenile cases in which the defendant is in custody, dependency and neglect cases, cases that have been previously "bumped," allocation of parental responsibility and parenting time cases, and previously continued cases.
7. The scheduling judge shall make every effort to set cases in the division to which the case is assigned; however, cases may be assigned to another division if necessary.

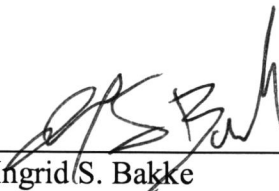
1

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8. The scheduling judge shall confer with the assigned judge when motions to continue or other pre-trial motions must be ruled upon. The scheduling judge's staff shall be responsible for communicating the ruling to the parties or counsel.
9. The scheduling judge shall not be responsible for ruling on any substantive or dispositive motions.
10. The scheduling judge may set a hearing or trial with a magistrate if no judges are available and the matter is appropriate for a magistrate. Magistrates will not hear allocation of parental responsibility or parenting time cases under ordinary circumstances.
11. The scheduling judge may set a hearing or trial with a county judge appointed to serve as an acting district judge if no district judges are available and the matter is appropriate for a county judge. The scheduling judge shall use best efforts not to set allocation of parental responsibility or parenting time cases with county judges.
12. Cases shall not be "bumped" unless no district judge or appropriate senior judge, county judge, or magistrate is available.
13. If a case can be appropriately heard by a senior judge and the scheduling judge decides to obtain the services of a senior judge, the scheduling judge shall use best efforts through the district administrator to obtain a senior judge rather than "bump" a case. The scheduling judge shall give as much notice as possible to the district administrator.
14. The scheduling judge may provide a second setting for a particular case in a particular division in consideration of the likelihood of settlement of the first set case and any other relevant factors. Consideration shall be given to out-of-court experts and other witnesses.
15. Judges sitting in criminal court may request two additional days per month during trial weeks for motions. If any such judge sets aside additional days for motions, that judge will inform the scheduling judge.
16. The scheduling judge shall prepare a written general docket that includes all the judges (and magistrates, county judges and senior judges who will be hearing cases) and all the cases to be tried that week. All jury trials will be noted.
17. The scheduling judge shall refer the week's general docket to the managing court reporter on duty that week for assignment of court reporters and electronic recording devices. The assignments shall be placed on the week's final general docket.
18. The scheduling judge shall deliver it to the affected judicial officers, to the clerk of the court, to the district administrator, and to the jury commissioner no later than Friday of the week before the week for which the general docket has been prepared.
19. The scheduling judge or staff shall notify each attorney or unrepresented party of the date, time and place for the hearing or trial. If telephone numbers are not available for some unrepresented parties, letters shall be sent as soon as possible.
20. When a civil case is settled during the scheduling week, the scheduling judge shall send the parties a notice to file settlement and dismissal documents.

21. When the scheduling judge is notified that a domestic relations or paternity case is settled, the scheduling judge shall require a signed agreement be filed with the court before the trial date is vacated. If the scheduling judge is notified that the case has been settled, but a signed agreement cannot be provided by the time the schedule is completed, the case will be set for hearing. If a signed agreement is filed before the hearing date, whether the parties should appear in court nonetheless shall be controlled by statutory requirements and the judge's discretion.
22. Every effort shall be made to avoid setting dependency and neglect cases on Thursdays and other days when the contract attorneys are expected to be in D&N Court participating in a lengthy docket.



Hon. Ingrid S. Bakke
Chief Judge
Twentieth Judicial District



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 06-101

SUBJECT: Division Rotation and Scheduling Cases in District Court

To: Twentieth Judicial District Judicial Officers, Court Executive, Clerk of Court and Court Staff

From: Ingrid S. Bakke
Chief Judge

DATE: September 21, 2020

This order replaces versions of 20th Judicial District Administrative Order 06-101 dated February 16, 2006, May 31, 2006, March 29, 2007, July 1, 2008 and December 2, 2011.

District Court Division Rotation Schedule (effective 9/1/07)

juvenile delinquency
District Court Division 1, Division 12 and Division 14 will be assigned Domestic Relations cases. District Court Division 2, Division 3 and Division 5 will be assigned Civil and Probate cases. District Court Division 4 and Division 6 will be assigned Criminal cases. District Court Division 13 will be assigned Integrated Treatment Court (ITC) cases and probation violations. Emergency Mental Health hearings are handled on a rotating basis by each division during their scheduling weeks. During District Court open weeks, Division 13 will schedule and handle hearings. Division 13 handles Mental Health case management. *juvenile*

District Court Rotation Schedule – Each district court division will serve 2 years in a Domestic Relations division, 2 years in a Criminal division, 2 years in a Civil/Probate division and 1 year in the Integrated Treatment Court division. *with some exceptions*

Detailed district court division assignments are posted on the 20th Judicial District web page at:
https://www.courts.state.co.us/Courts/County/Custom.cfm?County_ID=62&Page_ID=85.

Scheduling Rules for Judges Who Are Setting Cases (effective 2/16/06)

1. Each judge shall set the number of cases per week that the judges as a group decide that each judge shall set.
2. A judge who knows in advance that he or she is not available to try cases for all of the days of a given trial week shall send a proportionately smaller number of cases to be scheduled.
3. Every effort should be made not to set domestic relations or civil cases on the trailing docket if a court interpreter is required.
4. No judge shall set hearings or trials during a trial week during which the judge will not be available to try cases unless the judge has conferred in advance with the other judges or unless the case is a dependency and neglect case.



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 06-101

SUBJECT: Division Rotation and Scheduling Cases in District Court

To: Twentieth Judicial District Judicial Officers, District Administrator, Clerk of Court and Court Staff

From: Roxanne Bailin
Chief Judge

DATE: December 2, 2011

This order replaces versions of 20th Judicial District Administrative Order 06-101 dated February 16, 2006, May 31, 2006, March 29, 2007 and July 1, 2008.

District Court Division Rotation Schedule (effective 9/1/07)

District Court Division 1 and Division 12 will be assigned Domestic Relations cases. District Court Division 2, Division 3 and Division 5 will be assigned Civil cases. District Court Division 4 and Division 6 will be assigned Criminal cases. District Court Division 13 will be assigned Integrated Treatment Court (ITC) cases and probation violations. District Court Division 14 will be assigned juvenile, probate, foreclosures, mental health, truancy and relinquishment cases.

District Court Rotation Schedule – Each district court division will serve 2 years in a Domestic Relations division, 2 years in a Criminal division, 3 years in a Civil division and 1 year in the Integrated Treatment Court division.

Detailed district court division assignments are posted on the 20th Judicial District web page at:
<http://www.courts.state.co.us/district/20th/20dist.htm>.

Scheduling Rules for Judges Who Are Setting Cases (effective 2/16/06)

1. Each judge shall set the number of cases per week that the judges as a group decide that each judge shall set.
2. A judge who knows in advance that he or she is not available to try cases for all of the days of a given trial week shall send a proportionately smaller number of cases to be scheduled.
3. Every effort should be made not to set domestic relations or civil cases on the trailing docket if a court interpreter is required.
4. No judge shall set hearings or trials during a trial week during which the judge will not be available to try cases unless the judge has conferred in advance with the other judges or unless the case is a dependency and neglect case.
5. No judge shall set hearings, trials, appointments, or any personal events during trial weeks that interfere with the scheduling judge's ability to assign cases as necessary.



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BY: [illegible]

FROM: [illegible]

REMARKS: [illegible]

DESCRIPTION: [illegible]

CLASSIFICATION: [illegible]

NOTES: [illegible]

ACQUISITION COST: [illegible]

ACQUISITION METHOD: [illegible]

ACQUISITION SOURCE: [illegible]

ACQUISITION DATE: [illegible]

ACQUISITION BY: [illegible]

6. No judge shall promise a firm set trial or hearing date to any litigant or attorney whose case is set on the trial docket. In some cases in which a defendant is incarcerated, special arrangements for a firm setting may be necessary.
7. Each judge shall obtain all cases set on the trailing docket and do a personal case review of each case to determine whether outstanding motions are pending or other matter must be dealt with before the case is sent to the scheduling judge.
8. Each judge shall make every effort to rule on any dispositive motions before the case is sent to the scheduling judge.
9. Each judge shall keep the scheduling judge apprised of changes in case status regarding any cases that have been sent to the scheduling judge.
10. Domestic Relations divisions shall set seven cases during each week that the judges in those divisions are in charge of scheduling.

Scheduling Rules for the Scheduling Judge (effective 2/16/06)

1. District judges shall be assigned to schedule cases for all of the other judges on a rotating basis according to a schedule prepared by the district administrator and approved by the chief judge.
2. During assigned scheduling periods, scheduling shall be the scheduling judge's first priority although the judge may set other matters as necessary.
3. The scheduling judge shall make every effort to be available during the entire week. If this is not possible, the judge shall obtain the help of another judge to cover the scheduling tasks. The scheduling judge may also exchange weeks with other judges.
4. It is the scheduling judge's responsibility to contact the lawyers and unrepresented parties to explore settlement.
5. The scheduling judge may set settlement conferences at his or her discretion, but such settlement conferences shall not replace mandatory alternative dispute resolution.
6. Priority will be given to those cases that are given priority by statute or rule, criminal or juvenile cases in which "speedy trial" is about to run or where there are special circumstances in the case, criminal or juvenile cases in which the defendant is in custody, dependency and neglect cases, cases that have been previously "bumped," allocation of parental responsibility and parenting time cases, and previously continued cases.
7. The scheduling judge shall make every effort to set cases in the division to which the case is assigned; however, cases may be assigned to another division if necessary.
8. The scheduling judge shall confer with the assigned judge when motions to continue or other pre-trial motions must be ruled upon. The scheduling judge's staff shall be responsible for communicating the ruling to the parties or counsel.

9. The scheduling judge shall not be responsible for ruling on any substantive or dispositive motions.
10. The scheduling judge may set a hearing or trial with a magistrate if no judges are available and the matter is appropriate for a magistrate. Magistrates will not hear allocation of parental responsibility or parenting time cases under ordinary circumstances.
11. The scheduling judge may set a hearing or trial with a county judge appointed to serve as an acting district judge if no district judges are available and the matter is appropriate for a county judge. The scheduling judge shall use best efforts not to set allocation of parental responsibility or parenting time cases with county judges.
12. Cases shall not be "bumped" unless no district judge or appropriate senior judge, county judge, or magistrate is available.
13. If a case can be appropriately heard by a senior judge and the scheduling judge decides to obtain the services of a senior judge, the scheduling judge shall use best efforts through the district administrator to obtain a senior judge rather than "bump" a case. The scheduling judge shall give as much notice as possible to the district administrator.
14. The scheduling judge may provide a second setting for a particular case in a particular division in consideration of the likelihood of settlement of the first set case and any other relevant factors. Consideration shall be given to out-of-court experts and other witnesses.
15. Judges sitting in criminal court may request two additional days per month during trial weeks for motions. If any such judge sets aside additional days for motions, that judge will inform the scheduling judge.
16. The scheduling judge shall prepare a written general docket that includes all the judges (and magistrates, county judges and senior judges who will be hearing cases) and all the cases to be tried that week. All jury trials will be noted.
17. The scheduling judge shall refer the week's general docket to the managing court reporter on duty that week for assignment of court reporters and electronic recording devices. The assignments shall be placed on the week's final general docket.
18. The scheduling judge shall deliver it to the affected judicial officers, to the clerk of the court, to the district administrator, and to the jury commissioner no later than Friday of the week before the week for which the general docket has been prepared.
19. The scheduling judge or staff shall notify each attorney or unrepresented party of the date, time and place for the hearing or trial. If telephone numbers are not available for some unrepresented parties, letters shall be sent as soon as possible.
20. When a civil case is settled during the scheduling week, the scheduling judge shall send the parties a notice to file settlement and dismissal documents.
21. When the scheduling judge is notified that a domestic relations or paternity case is settled, the scheduling judge shall require a signed agreement be filed with the court before the trial date is vacated. If the scheduling judge is notified that the case has been settled, but a signed agreement

1. The first part of the report deals with the general situation of the country and the progress of the work during the year.

2. The second part of the report deals with the results of the work during the year and the progress of the work during the year.

3. The third part of the report deals with the results of the work during the year and the progress of the work during the year.

4. The fourth part of the report deals with the results of the work during the year and the progress of the work during the year.

5. The fifth part of the report deals with the results of the work during the year and the progress of the work during the year.

6. The sixth part of the report deals with the results of the work during the year and the progress of the work during the year.

7. The seventh part of the report deals with the results of the work during the year and the progress of the work during the year.

8. The eighth part of the report deals with the results of the work during the year and the progress of the work during the year.

cannot be provided by the time the schedule is completed, the case will be set for hearing. If a signed agreement is filed before the hearing date, whether the parties should appear in court nonetheless shall be controlled by statutory requirements and the judge's discretion.

22. Every effort shall be made to avoid setting dependency and neglect cases on Thursdays and other days when the contract attorneys are expected to be in D&N Court participating in a lengthy docket.
23. All Mental Health cases will be assigned to Division 14.

A handwritten signature in black ink, appearing to be 'RB' with a large circular flourish above it.

Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District

waddle, amy

From: bailin, roxanne
Sent: Wednesday, December 07, 2011 6:03 PM
To: waddle, amy
Subject: Admin Order 06-101Scheduling 12-2-11
Attachments: Admin Order 06-101Scheduling 12-2-11.doc

Hi Amy: I changed this one a bit and eliminated most of No. 23 because mental health cases are all heard in Division 14 and the order still talked about Division 3. I missed that the first time around.



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 06-101

SUBJECT: Division Rotation and Scheduling Cases in District Court

To: Twentieth Judicial District Judicial Officers, District Administrator, and Clerk of Court

From: Roxanne Bailin
Chief Judge

DATE: July 1, 2008

This order replaces versions of 20th Judicial District Administrative Order 06-101 dated February 16, 2006, May 31, 2006 and March 29, 2007.

District Court Division Rotation Schedule (effective 9/1/07)

District Court Division 1 and Division 12 will be assigned Domestic Relations cases. District Court Division 2, Division 3 and Division 5 will be assigned Civil cases. District Court Division 4 and Division 6 will be assigned Criminal cases. District Court Division 13 will be assigned Integrated Treatment Court (ITC) cases, and

probation violations District Court Division 14 will be assigned
District Court Rotation Schedule – Each district court division will serve 2 years in a Domestic Relations division, 2 years in a Criminal division, 3 years in a Civil division and 1 year in the Integrated Treatment Court division.

Detailed district court division assignments are posted on the 20th Judicial District web page at:
<http://www.courts.state.co.us/district/20th/20dist.htm>.

Probate, juvenile, mental health, and truancy relinquishment.

Scheduling Rules for Judges Who Are Setting Cases (effective 2/16/06)

1. Each judge shall set the number of cases per week that the judges as a group decide that each judge shall set.
2. A judge who knows in advance that he or she is not available to try cases for all of the days of a given trial week shall send a proportionately smaller number of cases to be scheduled.
3. Every effort should be made not to set domestic relations or civil cases on the trailing docket if a court interpreter is required.
4. No judge shall set hearings or trials during a trial week during which the judge will not be available to try cases unless the judge has conferred in advance with the other judges or unless the case is a dependency and neglect case.
5. No judge shall set hearings or trials during trial weeks that interfere with the scheduling judge's ability to assign cases as necessary.
6. No judge shall promise a firm set trial or hearing date to any litigant or attorney whose case is set on the trial docket.

7. Each judge shall obtain all cases set on the trailing docket and do a personal case review of each case to determine whether outstanding motions are pending or other matter must be dealt with before the case is sent to the scheduling judge.
8. Each judge shall make every effort to rule on any dispositive motions before the case is sent to the scheduling judge.
9. Each judge shall keep the scheduling judge apprised of changes in case status regarding any cases that have been sent to the scheduling judge.
10. Domestic Relations divisions shall set seven cases during each week that the judges in those divisions are in charge of scheduling.

Scheduling Rules for the Scheduling Judge (effective 2/16/06)

1. District judges shall be assigned to schedule cases for all of the other judges on a rotating basis according to a schedule prepared by the district administrator and approved by the chief judge.
2. During assigned scheduling periods, scheduling shall be the scheduling judge's first priority although the judge may set other matters as necessary.
3. The scheduling judge shall make every effort to be available during the entire week. If this is not possible, the judge shall obtain the help of another judge to cover the scheduling tasks. The scheduling judge may also exchange weeks with other judges.
4. It is the scheduling judge's responsibility to contact the lawyers and unrepresented parties to explore settlement.
5. The scheduling judge may set settlement conferences at his or her discretion, but such settlement conferences shall not replace mandatory alternative dispute resolution.
6. Priority will be given to those cases that are given priority by statute or rule, criminal or juvenile cases in which "speedy trial" is about to run or where there are special circumstances in the case, criminal or juvenile cases in which the defendant is in custody, dependency and neglect cases, cases that have been previously "bumped," allocation of parental responsibility and parenting time cases, and previously continued cases.
7. The scheduling judge shall make every effort to set cases in the division to which the case is assigned; however, cases may be assigned to another division if necessary.
8. The scheduling judge shall confer with the assigned judge when motions to continue or other pre-trial motions must be ruled upon. The scheduling judge's staff shall be responsible for communicating the ruling to the parties or counsel.
9. The scheduling judge shall not be responsible for ruling on any substantive or dispositive motions.
10. The scheduling judge may set a hearing or trial with a magistrate if no judges are available and the matter is appropriate for a magistrate. Magistrates will not hear allocation of parental responsibility or parenting time cases under ordinary circumstances.

1. The first part of the report deals with the general situation of the country and the progress of the work during the year. It is a summary of the work done and the results obtained. It is a general statement of the work done and the results obtained. It is a general statement of the work done and the results obtained.

2. The second part of the report deals with the specific work done during the year. It is a detailed statement of the work done and the results obtained. It is a detailed statement of the work done and the results obtained. It is a detailed statement of the work done and the results obtained.

3. The third part of the report deals with the financial statement of the work done during the year. It is a statement of the money spent and the money received. It is a statement of the money spent and the money received. It is a statement of the money spent and the money received.

4. The fourth part of the report deals with the conclusions drawn from the work done during the year. It is a statement of the conclusions drawn from the work done and the results obtained. It is a statement of the conclusions drawn from the work done and the results obtained. It is a statement of the conclusions drawn from the work done and the results obtained.

5. The fifth part of the report deals with the recommendations made for the future work. It is a statement of the recommendations made for the future work and the results obtained. It is a statement of the recommendations made for the future work and the results obtained. It is a statement of the recommendations made for the future work and the results obtained.

11. The scheduling judge may set a hearing or trial with a county judge appointed to serve as an acting district judge if no district judges are available and the matter is appropriate for a county judge. The scheduling judge shall use best efforts not to set allocation of parental responsibility or parenting time cases with county judges.
12. Cases shall not be "bumped" unless no district judge or appropriate senior judge, county judge, or magistrate is available.
13. If a case can be appropriately heard by a senior judge and the scheduling judge decides to obtain the services of a senior judge, the scheduling judge shall use best efforts through the district administrator to obtain a senior judge rather than "bump" a case. The scheduling judge shall give as much notice as possible to the district administrator.
14. The scheduling judge may provide a second setting for a particular case in a particular division in consideration of the likelihood of settlement of the first set case and any other relevant factors. Consideration shall be given to out-of-court experts and other witnesses.
15. Judges sitting in criminal court may request two additional days per month during trial weeks for motions. If any such judge sets aside additional days for motions, that judge will inform the scheduling judge.
16. The scheduling judge shall prepare a written general docket that includes all the judges (and magistrates, county judges and senior judges who will be hearing cases) and all the cases to be tried that week. All jury trials will be noted.
17. The scheduling judge shall refer the week's general docket to the managing court reporter on duty that week for assignment of court reporters and electronic recording devices. The assignments shall be placed on the week's final general docket.
18. The scheduling judge shall deliver it to the affected judicial officers, to the clerk of the court, to the district administrator, and to the jury commissioner no later than Friday of the week before the week for which the general docket has been prepared.
19. The scheduling judge or staff shall notify each attorney or unrepresented party of the date, time and place for the hearing or trial. If telephone numbers are not available for some unrepresented parties, letters shall be sent as soon as possible.
20. When a civil case is settled during the scheduling week, the scheduling judge shall send the parties a notice to file settlement and dismissal documents.
21. When the scheduling judge is notified that a domestic relations or paternity case is settled, the scheduling judge shall require a signed agreement be filed with the court before the trial date is vacated. If the scheduling judge is notified that the case has been settled, but a signed agreement cannot be provided by the time the schedule is completed, the case will be set for hearing. If a signed agreement is filed before the hearing date, whether the parties should appear in court nonetheless shall be controlled by statutory requirements and the judge's discretion.

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22. Every effort shall be made to avoid setting dependency and neglect cases on Thursdays and other days when the contract attorneys are expected to be in D&N Court participating in a lengthy docket.
23. All Mental Health cases will be assigned to Division 3. When Division 3 receives requests for certification and/or medications hearings during the weeks when files go to a scheduling judge, the judicial assistant assigned to Division 3 will send all such cases to the scheduling judge. The scheduling judge will set all such cases with the County Attorney's Office. Except in rare circumstances, all such cases shall be set within the 10-day rule. During the week each month when files do not go to the scheduling judge, Division 3 will attempt to hear any hearings requested; however, the judicial assistant assigned to Division 3 shall identify other judges who can hear the cases in the event that the judge in Division 3 cannot, so that the cases will be heard within the 10-day rule. Other than determining whether Division 3 has room for a case on its motions docket first, Division 3 has no greater responsibility to hear Mental Health cases than any other division.

Roxanne Bailin

Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It is a very important document, as it sets out the President's policy for the new year.

2. The second part of the document is a report from the Secretary of the Treasury, dated January 1, 1861. It contains a detailed account of the financial state of the country at the beginning of the year.

3. The third part of the document is a report from the Secretary of the Interior, dated January 1, 1861. It contains a detailed account of the state of the interior of the country at the beginning of the year.

4. The fourth part of the document is a report from the Secretary of the Navy, dated January 1, 1861. It contains a detailed account of the state of the Navy at the beginning of the year.

5. The fifth part of the document is a report from the Secretary of the War, dated January 1, 1861. It contains a detailed account of the state of the War at the beginning of the year.

6. The sixth part of the document is a report from the Secretary of the State, dated January 1, 1861. It contains a detailed account of the state of the State at the beginning of the year.

7. The seventh part of the document is a report from the Secretary of the Justice, dated January 1, 1861. It contains a detailed account of the state of the Justice at the beginning of the year.

8. The eighth part of the document is a report from the Secretary of the Education, dated January 1, 1861. It contains a detailed account of the state of the Education at the beginning of the year.

9. The ninth part of the document is a report from the Secretary of the Agriculture, dated January 1, 1861. It contains a detailed account of the state of the Agriculture at the beginning of the year.

10. The tenth part of the document is a report from the Secretary of the Commerce, dated January 1, 1861. It contains a detailed account of the state of the Commerce at the beginning of the year.

11. The eleventh part of the document is a report from the Secretary of the Marine, dated January 1, 1861. It contains a detailed account of the state of the Marine at the beginning of the year.

12. The twelfth part of the document is a report from the Secretary of the Fisheries, dated January 1, 1861. It contains a detailed account of the state of the Fisheries at the beginning of the year.

13. The thirteenth part of the document is a report from the Secretary of the Mining, dated January 1, 1861. It contains a detailed account of the state of the Mining at the beginning of the year.

14. The fourteenth part of the document is a report from the Secretary of the Public Lands, dated January 1, 1861. It contains a detailed account of the state of the Public Lands at the beginning of the year.

15. The fifteenth part of the document is a report from the Secretary of the Indian Affairs, dated January 1, 1861. It contains a detailed account of the state of the Indian Affairs at the beginning of the year.

16. The sixteenth part of the document is a report from the Secretary of the Indian Affairs, dated January 1, 1861. It contains a detailed account of the state of the Indian Affairs at the beginning of the year.

17. The seventeenth part of the document is a report from the Secretary of the Indian Affairs, dated January 1, 1861. It contains a detailed account of the state of the Indian Affairs at the beginning of the year.

18. The eighteenth part of the document is a report from the Secretary of the Indian Affairs, dated January 1, 1861. It contains a detailed account of the state of the Indian Affairs at the beginning of the year.



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 06-101

SUBJECT: Division Rotation and Scheduling Cases in District Court

To: Twentieth Judicial District Judicial Officers, District Administrator, and Clerk of Court

**From: Roxanne Bailin
Chief Judge**

DATE: July 1, 2008

This order replaces versions of 20th Judicial District Administrative Order 06-101 dated February 16, 2006, May 31, 2006 and March 29, 2007.

District Court Division Rotation Schedule (effective 9/1/07)

District Court Division 1 and Division 12 will be assigned Domestic Relations cases. District Court Division 2, Division 3 and Division 5 will be assigned Civil cases. District Court Division 4 and Division 6 will be assigned Criminal cases. District Court Division 13 will be assigned Integrated Treatment Court (ITC) cases.

District Court Rotation Schedule – Each district court division will serve 2 years in a Domestic Relations division, 2 years in a Criminal division, 3 years in a Civil division and 1 year in the Integrated Treatment Court division.

Detailed district court division assignments are posted on the 20th Judicial District web page at:
<http://www.courts.state.co.us/district/20th/20dist.htm>.

Scheduling Rules for Judges Who Are Setting Cases (effective 2/16/06)

1. Each judge shall set the number of cases per week that the judges as a group decide that each judge shall set.
2. A judge who knows in advance that he or she is not available to try cases for all of the days of a given trial week shall send a proportionately smaller number of cases to be scheduled.
3. Every effort should be made not to set domestic relations or civil cases on the trailing docket if a court interpreter is required.
4. No judge shall set hearings or trials during a trial week during which the judge will not be available to try cases unless the judge has conferred in advance with the other judges or unless the case is a dependency and neglect case.
5. No judge shall set hearings or trials during trial weeks that interfere with the scheduling judge's ability to assign cases as necessary.

6. No judge shall promise a firm set trial or hearing date to any litigant or attorney whose case is set on the trial docket.
7. Each judge shall obtain all cases set on the trailing docket and do a personal case review of each case to determine whether outstanding motions are pending or other matter must be dealt with before the case is sent to the scheduling judge.
8. Each judge shall make every effort to rule on any dispositive motions before the case is sent to the scheduling judge.
9. Each judge shall keep the scheduling judge apprised of changes in case status regarding any cases that have been sent to the scheduling judge.
10. Domestic Relations divisions shall set seven cases during each week that the judges in those divisions are in charge of scheduling.

Scheduling Rules for the Scheduling Judge (effective 2/16/06)

1. District judges shall be assigned to schedule cases for all of the other judges on a rotating basis according to a schedule prepared by the district administrator and approved by the chief judge.
2. During assigned scheduling periods, scheduling shall be the scheduling judge's first priority although the judge may set other matters as necessary.
3. The scheduling judge shall make every effort to be available during the entire week. If this is not possible, the judge shall obtain the help of another judge to cover the scheduling tasks. The scheduling judge may also exchange weeks with other judges.
4. It is the scheduling judge's responsibility to contact the lawyers and unrepresented parties to explore settlement.
5. The scheduling judge may set settlement conferences at his or her discretion, but such settlement conferences shall not replace mandatory alternative dispute resolution.
6. Priority will be given to those cases that are given priority by statute or rule, criminal or juvenile cases in which "speedy trial" is about to run or where there are special circumstances in the case, criminal or juvenile cases in which the defendant is in custody, dependency and neglect cases, cases that have been previously "bumped," allocation of parental responsibility and parenting time cases, and previously continued cases.
7. The scheduling judge shall make every effort to set cases in the division to which the case is assigned; however, cases may be assigned to another division if necessary.
8. The scheduling judge shall confer with the assigned judge when motions to continue or other pre-trial motions must be ruled upon. The scheduling judge's staff shall be responsible for communicating the ruling to the parties or counsel.
9. The scheduling judge shall not be responsible for ruling on any substantive or dispositive motions.

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10. The scheduling judge may set a hearing or trial with a magistrate if no judges are available and the matter is appropriate for a magistrate. Magistrates will not hear allocation of parental responsibility or parenting time cases under ordinary circumstances.
11. The scheduling judge may set a hearing or trial with a county judge appointed to serve as an acting district judge if no district judges are available and the matter is appropriate for a county judge. The scheduling judge shall use best efforts not to set allocation of parental responsibility or parenting time cases with county judges.
12. Cases shall not be "bumped" unless no district judge or appropriate senior judge, county judge, or magistrate is available.
13. If a case can be appropriately heard by a senior judge and the scheduling judge decides to obtain the services of a senior judge, the scheduling judge shall use best efforts through the district administrator to obtain a senior judge rather than "bump" a case. The scheduling judge shall give as much notice as possible to the district administrator.
14. The scheduling judge may provide a second setting for a particular case in a particular division in consideration of the likelihood of settlement of the first set case and any other relevant factors. Consideration shall be given to out-of-court experts and other witnesses.
15. Judges sitting in criminal court may request two additional days per month during trial weeks for motions. If any such judge sets aside additional days for motions, that judge will inform the scheduling judge.
16. The scheduling judge shall prepare a written general docket that includes all the judges (and magistrates, county judges and senior judges who will be hearing cases) and all the cases to be tried that week. All jury trials will be noted.
17. The scheduling judge shall refer the week's general docket to the managing court reporter on duty that week for assignment of court reporters and electronic recording devices. The assignments shall be placed on the week's final general docket.
18. The scheduling judge shall deliver it to the affected judicial officers, to the clerk of the court, to the district administrator, and to the jury commissioner no later than Friday of the week before the week for which the general docket has been prepared.
19. The scheduling judge or staff shall notify each attorney or unrepresented party of the date, time and place for the hearing or trial. If telephone numbers are not available for some unrepresented parties, letters shall be sent as soon as possible.
20. When a civil case is settled during the scheduling week, the scheduling judge shall send the parties a notice to file settlement and dismissal documents.
21. When the scheduling judge is notified that a domestic relations or paternity case is settled, the scheduling judge shall require a signed agreement be filed with the court before the trial date is vacated. If the scheduling judge is notified that the case has been settled, but a signed agreement cannot be provided by the time the schedule is completed, the case will be set for hearing. If a signed

agreement is filed before the hearing date, whether the parties should appear in court nonetheless shall be controlled by statutory requirements and the judge's discretion.

22. Every effort shall be made to avoid setting dependency and neglect cases on Thursdays and other days when the contract attorneys are expected to be in D&N Court participating in a lengthy docket.
23. All Mental Health cases will be assigned to Division 3. When Division 3 receives requests for certification and/or medications hearings during the weeks when files go to a scheduling judge, the judicial assistant assigned to Division 3 will send all such cases to the scheduling judge. The scheduling judge will set all such cases with the County Attorney's Office. Except in rare circumstances, all such cases shall be set within the 10-day rule. During the week each month when files do not go to the scheduling judge, Division 3 will attempt to hear any hearings requested; however, the judicial assistant assigned to Division 3 shall identify other judges who can hear the cases in the event that the judge in Division 3 cannot, so that the cases will be heard within the 10-day rule. Other than determining whether Division 3 has room for a case on its motions docket first, Division 3 has no greater responsibility to hear Mental Health cases than any other division.

A handwritten signature in black ink, consisting of a large, loopy 'O' followed by a stylized 'B' and 'L'.

Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District

10-11-1961

10-11-1961

10-11-1961



waddle, amy

From: bailin, roxanne
: Tuesday, June 17, 2008 5:07 PM
To: waddle, amy
Subject: Amendment to 6-101 Scheduling District Court Cases

Dear Amy:

I would like to add a No. 10 to the Judges Setting Cases and No. 23 to Scheduling Judges Rules.

10. Domestic Relations divisions shall set seven cases during each week that the judges in those divisions are in charge of scheduling.
23. All Mental Health cases will be assigned to Division 3. When Division 3 receives requests for certification and/or medications hearings during the weeks when files go to a scheduling judge, the judicial assistant assigned to Division 3 will send all such cases to the scheduling judge. The scheduling judge will set all such cases with the County Attorney's Office. Except in rare circumstances, all such cases shall be set within the 10-day rule. During the week each month when files do not go to the scheduling judge, Division 3 will attempt to hear any hearings requested; however, the judicial assistant assigned to Division 3 shall identify other judges who can hear the cases in the event that the judge in Division 3 cannot, so that the cases will be heard within the 10-day rule. Other than determining whether Division 3 has room for a case on its motions docket first, Division 3 has no greater responsibility to hear Mental Health cases than any other division.

Thanks. There's no deadline or rush on this.

Judge Bailin





20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 06-101

SUBJECT: Scheduling Cases in District Court

To: Twentieth Judicial District Judicial Officers, District Administrator, and Clerk of Court

**From: Roxanne Bailin
Chief Judge**

DATE: March 29, 2007

This order replaces versions of 20th Judicial District Administrative Order 06-101 dated February 16, 2006 and May 31, 2006.

District Court Division Rotation Schedule (effective 9/1/07)

District Court Division 1 and Division 12 will be assigned Domestic Relations cases. District Court Division 2, Division 3 and Division 5 will be assigned Civil cases. District Court Division 4 and Division 6 will be assigned Criminal cases. District Court Division 13 will be assigned Integrated Treatment Court (ITC) cases.

District Court Rotation Schedule – Each district court division will serve 2 years in a Domestic Relations division, 2 years in a Criminal division, 3 years in a Civil division and 1 year in the Integrated Treatment Court division.

Detailed district court division assignments are posted on the 20th Judicial District web page at:
<http://www.courts.state.co.us/district/20th/20dist.htm>.

Scheduling Rules for Judges Who Are Setting Cases (effective 2/16/06)

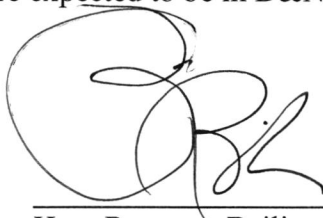
1. Each judge shall set the number of cases per week that the judges as a group decide that each judge shall set.
2. A judge who knows in advance that he or she is not available to try cases for all of the days of a given trial week shall send a proportionately smaller number of cases to be scheduled.
3. Every effort should be made not to set domestic relations or civil cases on the trailing docket if a court interpreter is required.
4. No judge shall set hearings or trials during a trial week during which the judge will not be available to try cases unless the judge has conferred in advance with the other judges or unless the case is a dependency and neglect case.
5. No judge shall set hearings or trials during trial weeks that interfere with the scheduling judge's ability to assign cases as necessary.
6. No judge shall promise a firm set trial or hearing date to any litigant or attorney whose case is set on the trial docket.
7. Each judge shall obtain all cases set on the trailing docket and do a personal case review of each case to determine whether outstanding motions are pending or other matter must be dealt with before the case is sent to the scheduling judge.
8. Each judge shall make every effort to rule on any dispositive motions before the case is sent to the scheduling judge.

9. Each judge shall keep the scheduling judge apprised of changes in case status regarding any cases that have been sent to the scheduling judge.

Scheduling Rules for the Scheduling Judge

1. District judges shall be assigned to schedule cases for all of the other judges on a rotating basis according to a schedule prepared by the district administrator and approved by the chief judge.
2. During assigned scheduling periods, scheduling shall be the scheduling judge's first priority although the judge may set other matters as necessary.
3. The scheduling judge shall make every effort to be available during the entire week. If this is not possible, the judge shall obtain the help of another judge to cover the scheduling tasks. The scheduling judge may also exchange weeks with other judges.
4. It is the scheduling judge's responsibility to contact the lawyers and unrepresented parties to explore settlement.
5. The scheduling judge may set settlement conferences at his or her discretion, but such settlement conferences shall not replace mandatory alternative dispute resolution.
6. Priority will be given to those cases that are given priority by statute or rule, criminal or juvenile cases in which "speedy trial" is about to run or where there are special circumstances in the case, criminal or juvenile cases in which the defendant is in custody, dependency and neglect cases, cases that have been previously "bumped," allocation of parental responsibility and parenting time cases, and previously continued cases.
7. The scheduling judge shall make every effort to set cases in the division to which the case is assigned; however, cases may be assigned to another division if necessary.
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9. The scheduling judge shall not be responsible for ruling on any substantive or dispositive motions.
10. The scheduling judge may set a hearing or trial with a magistrate if no judges are available and the matter is appropriate for a magistrate. Magistrates will not hear allocation of parental responsibility or parenting time cases under ordinary circumstances.
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20. When a civil case is settled during the scheduling week, the scheduling judge shall send the parties a notice to file settlement and dismissal documents.
21. When the scheduling judge is notified that a domestic relations or paternity case is settled, the scheduling judge shall require a signed agreement be filed with the court before the trial date is vacated. If the scheduling judge is notified that the case has been settled, but a signed agreement cannot be provided by the time the schedule is completed, the case will be set for hearing. If a signed agreement is filed before the hearing date, whether the parties should appear in court nonetheless shall be controlled by statutory requirements and the judge’s discretion.
22. Every effort shall be made to avoid setting dependency and neglect cases on Thursdays and other days when the contract attorneys are expected to be in D&N Court participating in a lengthy docket.



Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 06-101

SUBJECT: Scheduling Cases in District Court

To: Twentieth Judicial District Judicial Officers, District Administrator, and Clerk of Court

From: Roxanne Bailin
Chief Judge

DATE: March 29, 2007

This order replaces versions of 20th Judicial District Administrative Order 06-101 dated February 16, 2006 and May 31, 2006.

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22. Every effort shall be made to avoid setting dependency and neglect cases on Thursdays and other days when the contract attorneys are expected to be in D&N Court participating in a lengthy docket.

Roxanne Bailin

Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research. It also provides a brief overview of the methodology used in the study.

2. The second part of the report is a detailed description of the methodology used in the study. It discusses the data collection methods, the sample size, and the statistical analysis techniques used.

3. The third part of the report is a detailed description of the results of the study. It discusses the findings of the study and the conclusions drawn from the results.

4. The fourth part of the report is a discussion of the implications of the study. It discusses the practical applications of the findings and the limitations of the study.

5. The fifth part of the report is a conclusion. It summarizes the findings of the study and provides a final statement on the importance of the study.

6. The sixth part of the report is a list of references. It includes a list of all the sources used in the study.

7. The seventh part of the report is an appendix. It includes a list of all the data collected during the study.

8. The eighth part of the report is a list of figures. It includes a list of all the figures used in the study.

9. The ninth part of the report is a list of tables. It includes a list of all the tables used in the study.

10. The tenth part of the report is a list of abbreviations. It includes a list of all the abbreviations used in the study.

11. The eleventh part of the report is a list of symbols. It includes a list of all the symbols used in the study.

12. The twelfth part of the report is a list of footnotes. It includes a list of all the footnotes used in the study.

Boulder District Court Rotation Schedule (effective 9/1/07)

District Court Division 1 and Division 12 will be assigned Domestic Relations cases. District Court Division 2, Division 3 and Division 5 will be assigned Civil cases. District Court Division 4 and Division 6 will be assigned Criminal cases. District Court Division 13 will be assigned Integrated Treatment Court (ITC) cases.

District Court Rotation Schedule – Each district court division will serve 2 years in a Domestic Relations division, 2 years in a Criminal division, 3 years in a Civil division and 1 year in the Integrated Treatment Court division.

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Colorado Judicial Branch 20th Judicial District

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Boulder County

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Phone directory for Twentieth district (pdf format)
District Court Rotation Schedule (effective 9/1/07)

**Media
Information for
Twentieth J.D.**

**Judge
Evaluations
Available
August 8, 2006**

**Clerk's Office
Hours:
Boulder**
 (303) 441-3750
 8 a.m.-4 p.m.

Research Dept.
 (303) 441-4860
 9 a.m.-4 p.m.

Longmont
 (720) 564-2522
 8 a.m.-Noon
 1 p.m.-4:30 p.m.

**Directions to
Courthouses:**

Boulder
 1777 6th Street
 Boulder, CO
 80302

Longmont
 1035 Kimbark
 Street
 Longmont, CO
 80501

**Judicial
Performance
Commission**

**ADA
Coordinators:**

Courts:
Amy Waddle
303-441-3882

- **District Judges** District Court judges hear civil cases in any amount, domestic relations, criminal, juvenile, probate, and mental health cases.
- **County Judges** County Court judges handle civil cases under \$15,000, misdemeanors, traffic infractions, felony complaints (which may be sent to district court), restraining orders, and small claims.
- **Magistrates** Magistrates perform judicial duties as assigned by the Chief Judge in any or all of the following areas: criminal, civil, juvenile, domestic relations, probate, traffic and other judicial proceedings.
- **District Administrator** Directs and provides for the administration of all aspects of a judicial district.
- **Clerks** Clerks of the Court are the custodians of all records processed by the court. Records include but are not limited to court documents such as case information, warrants, filings, pleadings, orders, writs, transcripts of judgment, garnishments, and payments for filings, fines, bail and other monies.
- **Probation** Probation officers provide pre-sentencing investigation reports and offender supervision.
- **Jury Information Boulder | Longmont**
 Please click above to display jury reporting schedule. If you have general questions about jury service, please visit the [Colorado Courts Juror Information Center](#).

- **Research Request Form** [Word format] [PDF format]
- **Transcript Request Form**
- **Mandatory E-Filing Update**
- **Local Administrative Orders**
- **District Court Assignment Docket 2007**
- **County Court Assignment Docket 2007**
- **District Court Assignment Docket 2008**

Probation:
Jack Hubbard
303-441-3716

● **County Court Assignment Docket 2008**

● **Child & Family Investigators**

Application to Provide CFI Services [[Word format](#)] [[PDF format](#)]

CFI Affidavit of Compliance [[Word format](#)] [[PDF format](#)]

CFI List

● **Approved Parenting Seminar Providers**

● **Domestic Violence Service Providers**

● **Mediators and Arbitrators - Alternative Dispute Resolution**

● **Wedding Information**

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[Employment](#) | [Self Help Center](#) | [Judges & the Judiciary](#)
[Juror Information](#) | [Media Information](#) | [Regulation of Attorneys](#)
[State of Colorado](#) | [Search](#) | [Home](#)

1. The first part of the report is a summary of the work done during the year.

2. The second part is a detailed account of the work done during the year.

3. The third part is a summary of the work done during the year.

4. The fourth part is a summary of the work done during the year.

5. The fifth part is a summary of the work done during the year.

6. The sixth part is a summary of the work done during the year.

7. The seventh part is a summary of the work done during the year.

8. The eighth part is a summary of the work done during the year.

9. The ninth part is a summary of the work done during the year.

10. The tenth part is a summary of the work done during the year.

Effective 9/1/07

Add Info from 06-101

District Court

Rotation Schedule: 2 Dom, 2 Criminal, 3 Civil, 1 Criminal ITC, Repeat.

	Sept 2007	Sept 2008	Sept 2009	Sept 2010	Sept 2011	Sept 2012	Sept 2013	Sept 2014
Glowinsky	Dom	Criminal ITC	Civil Criminal ITC	Civil	Civil	Criminal	Criminal	Dom
Montgomery	Dom	Dom	Civil Criminal ITC	Civil	Civil	Civil	Criminal	Criminal
Mallard	Criminal	Dom	Dom	Criminal ITC	Civil Criminal ITC	Civil	Civil	Criminal
Klein	Criminal	Criminal	Dom	Dom	Criminal ITC	Civil	Civil	Civil
Berkenkotter	Civil	Criminal	Criminal	Dom	Dom	Criminal ITC	Civil Criminal ITC	Civil
Sandstead	Civil	Civil	Criminal	Criminal	Dom	Dom	Criminal ITC	Civil
Whalen	Civil Criminal ITC	Civil	Civil	Criminal	Criminal	Dom	Dom	Criminal ITC
Bailin		Civil	Civil	Civil	Criminal	Criminal	Dom	Dom

Updates 3/30/07

1-12 DR
23 S CV
13 ITC
4-6 CR



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 06-101

SUBJECT: Scheduling Cases in District Court

To: Twentieth Judicial District Judicial Officers, District Administrator, and Clerk of Court

From: Roxanne Bailin
Chief Judge

DATE: May 31, 2006

This order replaces version of 20th Judicial District Administrative Order 06-101 dated February 16, 2006.

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THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
AND ARCHITECTURE
1100 EAST 58TH STREET
CHICAGO, ILLINOIS 60637

1. The first part of the paper discusses the
history of the department and its
relationship to the university.

2. The second part of the paper discusses the
current state of the department and its
future prospects.

3. The third part of the paper discusses the
role of the department in the university and
the community.

4. The fourth part of the paper discusses the
role of the department in the university and
the community.

5. The fifth part of the paper discusses the
role of the department in the university and
the community.

6. The sixth part of the paper discusses the
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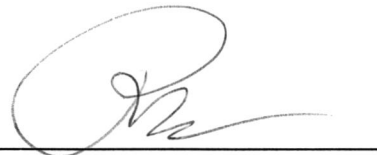
7. The seventh part of the paper discusses the
role of the department in the university and
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8. The eighth part of the paper discusses the
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9. The ninth part of the paper discusses the
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22. Every effort shall be made to avoid setting dependency and neglect cases on Thursdays and other days when the contract attorneys are expected to be in D&N Court participating in a lengthy docket.



Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research.

2. The second part of the report is a detailed description of the methodology used in the study. It includes information about the sample size, the data collection methods, and the statistical analysis techniques.

3. The third part of the report is a presentation of the results of the study. It includes tables, figures, and text describing the findings of the research.

4. The fourth part of the report is a discussion of the results and their implications. It includes a comparison of the findings with previous research and a discussion of the limitations of the study.

5. The fifth part of the report is a conclusion and a list of references. The conclusion summarizes the main findings of the study, and the references list the sources of information used in the research.

6. The sixth part of the report is an appendix containing additional information related to the study. This may include raw data, detailed calculations, or other supporting materials.

7. The seventh part of the report is a bibliography listing the sources of information used in the study. This is a standard feature of academic reports and provides a way for readers to find the original sources of the information.

8. The eighth part of the report is a list of figures and tables. This section provides a quick overview of the visual elements of the report and allows readers to find the specific information they are interested in.

9. The ninth part of the report is a list of abbreviations and acronyms. This section is useful for readers who are unfamiliar with the terminology used in the study.

10. The tenth part of the report is a list of keywords. This section provides a summary of the main topics and concepts discussed in the study.



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 06-101

SUBJECT: Scheduling Cases in District Court

To: Twentieth Judicial District Judicial Officers, District Administrator, and Clerk of Court

**From: Roxanne Bailin
Chief Judge**

DATE: May 31, 2006

This order replaces version of 20th Judicial District Administrative Order 06-101 dated February 16, 2006.

Scheduling Rules for Judges Who Are Setting Cases

1. Each judge shall set the number of cases per week that the judges as a group decide that each judge shall set.
2. A judge who knows in advance that he or she is not available to try cases for all of the days of a given trial week shall send a proportionately smaller number of cases to be scheduled.
3. Every effort should be made not to set domestic relations or civil cases on the trailing docket if a court interpreter is required.
4. No judge shall set hearings or trials during a trial week during which the judge will not be available to try cases unless the judge has conferred in advance with the other judges or unless the case is a dependency and neglect case.
5. No judge shall set hearings or trials during trial weeks that interfere with the scheduling judge's ability to assign cases as necessary.
6. No judge shall promise a firm set trial or hearing date to any litigant or attorney whose case is set on the trial docket.
7. Each judge shall obtain all cases set on the trailing docket and do a personal case review of each case to determine whether outstanding motions are pending or other matter must be dealt with before the case is sent to the scheduling judge.
8. Each judge shall make every effort to rule on any dispositive motions before the case is sent to the scheduling judge.
9. Each judge shall keep the scheduling judge apprised of changes in case status regarding any cases that have been sent to the scheduling judge.

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Roxanne Bailin

Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District

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20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 06-101

SUBJECT: Scheduling Cases in District Court

To: Twentieth Judicial District Judicial Officers, District Administrator, and Clerk of Court

**From: Roxanne Bailin
Chief Judge**

DATE: February 16, 2006

Scheduling Rules for Judges Who Are Setting Cases

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Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 06-101

SUBJECT: Scheduling Cases in District Court

To: Twentieth Judicial District Judicial Officers, District Administrator, and Clerk of Court

**From: Roxanne Bailin
Chief Judge**

DATE: February 16, 2006

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THE UNIVERSITY OF CHICAGO

DEPARTMENT OF THE HISTORY OF ARTS

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Roxanne Bailin

Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District

- original from
Judge Bailin

Scheduling Cases in District Court

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- (4) Information on restricted operation, closing or jury service during inclement weather may be obtained by listening to one of the following radio stations:

KBOL - 1490 AM (Boulder)
KBCO - 97 FM (Boulder)
KLMO - 1060 AM (Longmont)
KOA - 85 AM (Denver)

Rule 4. Fees

[No Rule]

Rule 5. Assignment of Cases

(a) Initial Assignment and Reassignment. Initial assignment of cases shall be made by lot at the time of filing in a manner prescribed by the Chief Judge. Cases may be reassigned to any division of the district or county court. The reassignment for cases immediately pending hearing or trial may be accomplished through the District Court Scheduling Judge or by agreement of the judges delivering and receiving the cases. The permanent reassignment of cases for disqualification or other grounds shall be by the Chief Judge of the Judicial District in a random manner, and requests for such reassignment shall be addressed, with the file, to the Judicial Administrator.

(b) Policy Concerning Assigning Cases for Trial.

(1) Common Trial Weeks.

(I) Common trial weeks shall be initially scheduled by the division clerks as follows: 8 domestic relations trials and 8 civil or probate trials in the first two weeks, 3 domestic relations and 6 civil or probate trials in the third week in the civil divisions; and 15 criminal and juvenile trials during three weeks in the criminal divisions. As cases are settled, new cases are not to be set on a once-filled trial week; the vacated dates are to be used for setting cases "bumped" from the trailing docket or, where circumstances warrant, cases which have been continued. Only 1 "bumped" case in civil and domestic will be set on any trial week.

(II) Cases which are not tried during the common trial week shall be returned to the referring division for resetting into another common trial week or other appropriate time.

(III) Cases set for trial on any common trial week shall be sent to the scheduling judge no later than 10 days prior to the beginning of the common trial week.

(2) Function of the Scheduling Judge.

(I) Each district judge shall serve as scheduling judge once every five months on a rotating basis. The scheduling judge shall make up the entire district's trial schedule for each of the three common trial weeks during the month in which he/she serves.

(II) Each division (referring judge) will send the files of the cases set on the trailing docket for a particular common trial week to the scheduling judge at least 10 days prior to the week at issue. Upon receiving the files, the scheduling judge will contact counsel in each case to determine the current posture of the case.

(III) If appropriate, a settlement conference will be set with the scheduling judge during the scheduling week. In unusual circumstances, a settlement conference may be set prior to the scheduling week, but only after consultation between the scheduling judge and the referring judge.

(IV) After the scheduling judge determines which of the cases will not settle or be continued on a motion by someone other than the court, he/she shall set the cases for trial in accordance with the priorities set forth below. Counsel will be notified of the schedule as soon as it has been completed. All settings shall be for specific time and place, although a particular case may be a second setting (see paragraph (3) (II) (A) in the following section).

(V) Cases which are not tried during the common trial week shall be returned to the referring division for resetting into another common trial week or other appropriate time.

(3) Priority for Scheduling Trials.

(I) All cases are set for trial on a "trailing docket", that is, several cases are set for trial during a specific week. During the week prior to trial, the scheduling judge determines the status of all cases set for trial in the following week.

(II) The scheduling judge shall be ultimately responsible for establishing the guidelines governing priority of trials to be set. This discretion should be exercised in the following priority:

(A) When priority is required by statute or rule.

(B) Criminal cases in which "speedy trial" is about to run and no waiver of that right has been made by the defendant.

(C) Criminal cases in which the defendant is in custody.

(D) Custody cases and dispositions in dependency and neglect matters.

(E) Cases which have been previously "bumped".

(F) Cases whose trial dates have been previously continued by the court or by stipulation of counsel.

(G) Cases with the earliest filing dates (the oldest cases should have priority over more recently filed cases except when the latter have been previously "bumped" or continued).

(H) The scheduling judge should make an effort to set cases in the division to which the case is assigned, but the cases may be assigned to another division, if available.

(I) In the discretion of the scheduling judge, a second setting may be made for a specific day in a particular division, but trailing the first set case. Factors for consideration of double setting cases are, (i) length of trial, (ii) the needs of out-of-state or expert witnesses, (iii) the likelihood of settlement of the first set case and the second set case, (iv) jury or non-jury trials and any other relevant factors.

(4) Motions in the Cases Sent to the Scheduling Judge.

The referring judge may retain a file when ruling on motions during the 10 days prior to trial. The scheduling judge is not responsible for ruling on pending motions, except motions to continue filed during the week prior to trial. The scheduling judge has the authority to deny all requests for continuances and when granting such a motion, the scheduling judge shall contact the referring judge to determine if a continuance is appropriate. Motions to Continue shall be made only in writing.

(5) Other Scheduling Procedures.

(I) A judge who is not available to try cases during a given trial week will not refer cases to the scheduling judge. The cases set during that week are to be "bumped" and reset in the division to which it is assigned.

(II) During common trial weeks no other matters shall be scheduled for hearing. All judges in the common trial weeks shall be available for assignment of cases by the scheduling judge.

(III) The final trial schedule shall be delivered to the trial divisions no later than Friday afternoon, prior to the Monday of the common trial week. The scheduling judge shall prepare a master trial docket indicating the courtrooms assigned to each judge, the time allowed for each trial, jury or court trial, and the action number.

(IV) The final scheduling of cases should be conveyed to all counsel no later than Friday morning prior to the common trial week.

Rule 6. Magistrates

Magistrates may be appointed pursuant to C.R.S. 13-5-201 and Supreme Court Directive. Magistrates shall have such powers and duties as are assigned to them as prescribed by the "Colorado Rules for Magistrates."

Rule 7. Law Library

The law library is primarily for the use of the court and attorneys as officers of the court. Books, pamphlets and other materials may be withdrawn only for use in the building with the permission of the librarian. A record of each book, pamphlet or other item withdrawn shall be registered with the librarian and replaced by the attorney using it before leaving the building. The public may be permitted reasonable use of the law library, but shall not remove books, pamphlets or other materials for any purpose.

Rule 8. Court Files

No part of the files of the court shall be taken from the office or custody of the clerk, except upon order of court. No order for withdrawal of all or part of the court file shall be granted except for good cause shown. A signed receipt, specifying what has been withdrawn shall be given to the clerk by the party withdrawing any part of a court file.

Rule 9. Firearms and Weapons

[No Rule]

Rule 10. Distribution of Minute Orders

(a) Divisions of the Twentieth Judicial District will not forward copies of Minute Orders in the following circumstances:

(1) Where the order is the result of a hearing in open court at which all attorneys of record were present.



Twentieth Judicial District of Colorado

P.O. Box 4249
Boulder, Colorado 80306-4249

July 16, 1990

TO: ALL DISTRICT JUDGES

Joseph J. Bellipanni
Chief District Judge

A judge who is not available to try cases for all of the days of a given trial week shall send a proportionately smaller number of cases to be scheduled.

No judge is to set any matters during a trial week which interferes with the scheduling judge's ability to assign cases as necessary.

During assigned scheduling periods, "scheduling" is to be the judge's first priority, although the judge may set other matters for hearing if necessary. ↑

[The judge should try to set those matters for the first week of scheduling so that no additional court reporter is necessary.]

The scheduling judge must be available for "scheduling" during the entire week.

It is the scheduling judge's responsibility to contact the lawyers and fully explore settlement.

The scheduling judge is to make every effort to allocate sufficient time for each matter.

All Motions which were filed in timely matter must have been ruled upon by the sending judge before the file is sent for scheduling.

No cases are to be "bumped" until all of the following have been utilized.

1. Obtaining a visiting district judge.
2. Utilizing the district court referee to hear matters if the parties consent.
3. Assigning a county judge to hear the matters.
4. Second setting the case to see if other options will become available (including the resolution of district court or county court trials on the day set for trial).

The District Administrator is responsible for coordination of visiting judges and available courtrooms.

JJB:kt