

COUNTY COURT, EL PASO COUNTY, COLORADO Court Address: 270 S. TEJON, COLORADO SPRINGS, CO, 80903	
Plaintiff(s): All Plaintiffs v. Defendant(s) All Defendants	
^ COURT USE ONLY ^	
	Case Number:
	Division: F Courtroom: S302
TRIAL & DOCKET MANAGEMENT ORDER – CIVIL	

This Order governs all civil cases (excluding FED cases) pending in Division F.

I. Appearance Requirements

A. In Person Appearances

The following proceedings must be attended in person:

- Jury Trials
- Court Trials
- Evidentiary Hearings

B. Webex Appearances

Unless the court orders otherwise, parties may appear by Webex for:

- Pre-Trial Conferences
- Status Conferences
- Non-Evidentiary Hearings

C. Witness Testimony

If a party wishes to present virtual testimony, they must:

1. Request permission from the Court in advance, and
2. Comply with C.R.C.P. 343 (virtual testimony) and the conferral requirements of C.R.C.P. 121 §1-15(8).

II. Scheduling

To schedule any court date, parties must:

1. Email the Division at D04_Courts_DivF@judicial.state.co.us, and
2. Copy the opposing party on the email.

The party requesting the hearing (or the plaintiff for trial or pre-trial conferences) must file and serve the Notice of Hearing consistent with C.R.C.P. 305.

III. Pre Trial Conference

Before trial, the parties must participate in a pre-trial conference in Division F in accordance with C.R.C.P. 316(b) to ensure trial readiness and streamline proceedings.

At this conference, parties should be prepared to discuss:

- Trial issues
- Outstanding discovery matters
- Trial disclosures

IV. Exhibits and Witness Lists

Under C.R.C.P. 316, the Court requires the following - even if no party requests it:

Twenty-one (21) days before trial, both parties must:

- Exchange and file witness lists
- Exchange and file copies of documents or photographs they may use at trial
- Exchange and file descriptions of any physical evidence
- Confer regarding potential stipulations to streamline the trial

Entered this 6th day of October, 2026.

BY THE COURT



Douglas G. Bechtel
County Court Judge