

COUNTY COURT, EL PASO COUNTY, COLORADO Court Address: 270 S. TEJON, COLORADO SPRINGS, CO, 80903	
THE PEOPLE OF THE STATE OF COLORADO v. Defendant(s) All Defendants	
^ COURT USE ONLY ^	
	Case Number: Division: F Courtroom: S302
TRIAL MANAGEMENT ORDER - CRIMINAL	

This Order governs all T, M and CR cases pending in Division F.

A. Motions

- Substantive motions must be filed within **28 days** after arraignment.
- Responses, if any, are due within **14 days**.
- The filing party must schedule any necessary hearing within **7 days** by emailing Court staff at D04_Courts_DivF@judicial.state.co.us and copying opposing counsel.
- If a hearing is not set, the motion will be treated as abandoned. If the moving party still wants the Court to consider it, the trial will need to be continued at that party's request and expense.

All motions must clearly state the ruling sought and the supporting facts. Boilerplate motions are discouraged. Newly issued case law may be raised at hearing; otherwise, all authority should be included in the written motion.

Motions in limine must be filed no later than **3 days** before the Pretrial Readiness Conference.

B. Pleas

If parties intend to resolve a trial case by plea, they must add onto the docket by 3 p.m. the business day before trial.

On the trial date, only open pleas or dismissals will be accepted.

C. Exhibits, Witness Lists, and Jury Instructions

- Consistent with *Kilgore*, 455 P.3d 746, good faith witness lists and exhibit lists must be provided to opposing counsel the morning of trial. Proposed jury instructions must be e-filed in editable form the morning of trial.
- All Exhibits must be marked before trial.
- Audio and video exhibits must be submitted on physical media for appellate preservation.
- Documentary exhibits, including photographs, must be uploaded to the Court Filing System as a single submission whenever reasonably possible, with proper identification by exhibit number or letter.

D. Discovery

- The Prosecution must provide NCIC/CCIC information for non-law enforcement witnesses.
- Witness Endorsements, affirmative defenses, and alibi notices must be provided **7 days** before trial. Crim. P. 16(II)(c) & (d).

The Court finds that the interests of justice would be served by ordering disclosure no later than **35 days** prior to trial of:

1. Expert disclosures under Crim. P. 16(I)(d)(3) and (II)(b)(2), including all discretionary materials and the expert's CV.
2. Written notice of any C.R.E. 404(b) material the Prosecution intends to introduce, including associated police or investigative reports. Counsel must instruct their witnesses not to mention any 404(b) conduct that has not been ruled admissible.

The Court expects the parties to confer regarding media exhibits. The Parties should attempt to agree on media redactions. **7 days** prior to Pre Trial Readiness, the Prosecution must disclose to the Defense the audio or video recordings that will be utilized as an exhibit. Actual recordings do not need to be shared, but an identification of the recording and the relevant portions of the recordings should be disclosed (e.g., "the entire interview with John Doe," "Defendant's interview omitting the discussion of criminal history" or even "Officer Smith's BWC, from 10:14 through 28:58"). If the parties are unable to agree, the Court will rule on the issue(s) at Pre Trial Readiness Conference. The Court will not hear arguments on media the morning of trial.

E. Pre Trial Readiness Conferences

The Court will address motions in limine and will require each party to announce either "Ready" or "Not Ready."

READY

A party announcing "Ready" represents, in good faith, that all evidence and witnesses are secured for trial through subpoenas, waivers, or reliable assurances.

NOT READY

A party announcing "Not Ready" must be prepared to explain:

- why the missing evidence or witness is necessary, and
- efforts made to secure the evidence or witness.

If the Court denies a continuance, the District Attorney must thereafter announce "Ready" or move to dismiss. The Defense must thereafter announce "Ready." These subsequent announcements preserve issues related to the denial of the continuance.

The Court will not accept conditional announcements such as:

- “conditionally ready,”
- “ready if the witness appears,” or
- requests to leave a case on call solely for potential witness appearance.

Such announcements are inconsistent with fundamental fairness to the parties, jurors, and other scheduled cases.

F. Trial Provisions

Jury Selection.

- Unless otherwise ordered: 15 minutes per side for voir dire, 10 minutes per side for openings, and 20 minutes per side for closings.
- The Court will read preliminary instructions on presumption of innocence, burden of proof, right to remain silent, and credibility. Upon request, elemental instructions may also be read.
- The modified civil method will be used. Questions must focus on fairness and impartiality.
- Hypotheticals and references to potential penalties are prohibited.
- Hardship excusals will be addressed after general voir dire.
- *Batson* challenges must be made immediately.

Sequestration

Witnesses may not observe or discuss testimony. Counsel must advise their witnesses.

Juror Questions

Jurors may submit written questions subject to review.

Defendant Appearance

In-custody defendants must appear in appropriate attire for trial.

Entered this 6th day of October, 2026.

BY THE COURT



Douglas G. Bechtel
County Court Judge