

COLORADO JUDICIAL DEPARTMENT
Office of Dispute Resolution

ODR Policies and Procedures Manual

Subject: **RESPONSIBILITIES OF ODR NEUTRALS**

RELATIONSHIP TO JUDICIAL DEPARTMENT

ODR Neutrals are independent contractors who sign a Contract for Personal Services and are chosen according to a prescribed procedure. See: [ODR Neutral Qualifications & Selection Process](#)

ODR Neutrals are contractors, not employees, and therefore must not take action that may appear that the Neutral is an employee of the State Judicial Department. However, ODR strives to maintain a level of consistency regarding policies to ensure quality services at a reasonable cost throughout the state. To further this goal, ODR Neutrals shall make clear in all correspondence that they are contractors with Office of Dispute Resolution.

1. All contracts are in a form required by the Department and expire at the conclusion of the fiscal year.
2. Contracts are issued and renewed at the discretion of the Director and the local court, and are signed by the State Court Administrator.
3. As independent contractors, ODR Neutrals may offer their services privately and/or on behalf of other organizations, as long as there are no conflicts of interest.
4. Judicial department employees may not contract with ODR unless written approval has been provided by the Administrative Authority in compliance with Personnel Rule 22(B) and Purchasing Rule 1.1
5. ODR Neutrals shall not use letterhead, business cards or other correspondence which includes: Colorado Courts logo or the words "Colorado Judicial Branch."
6. ODR Neutrals shall include reference to contractor status with the Office of Dispute Resolution when corresponding with courts, clients and attorneys on ODR cases. Examples of appropriate reference include:

Mary Jones, ODR Contract Mediator

OR

Mary Jones
Contract Mediator with State Office of Dispute Resolution

