DISTRICT COURT - SETTING PROCEDURES BY DIVISION
(July 2014)

Courtroom	Notice to Set	Time/Days	Requirements
1B Mag. Connors Clerk: Teresa (970) 494-3540 Clerk: Natalie (970) 494-3541	Yes	Pre-Decree and Temporary Orders 1:30 p.m. Tues. & Thurs. Beginning Aug. 18, 2014: 1:30 p.m. Tues. & Fri.	Settings will be initiated by the Magistrate. Attorneys must be available for the setting and may appear in person or by telephone. Pro se parties can appear by telephone with a valid telephone number provided ahead of time.
2A Mag. Pannell Clerk: Rani (970) 494-3560	Yes	1:15 p.m. Wed. & Fri.	Clerk will initiate call. Parties may appear in person or by telephone. JV paternity summons can contact Clerk directly and/or leave message requesting date. Clerk will return the call.
2B Mag. Spangler Clerk: Joshua (970) 494-3570 Clerk: Natalie (970) 494-3571	Yes	Post DC Matters Wed. 10:00 a.m.; Fri. 10:30 a.m.	All settings shall occur in Courtroom 2B. Settings are conducted on Wednesdays at 10:00 a.m. and Fridays at 10:30 a.m. Party/attorney need to be available until noon on both setting days. Court form JDF 1123 may be used for the NOTICE TO SET. A *pro se* party or attorney may appear in person for the setting but this is not required. Settings are usually handled by phone. The Magistrate will initiate the call for the setting. Since there are many cases on the setting docket the parties should be available from 10:00 a.m. (on Wednesdays) or 10:30 a.m. (on Fridays) until noon on the setting day. The Court will place the call to the phone number listed for a *pro se* party/attorney on their most recent motion/response/pleading. If you are unsure whether the Court has your current phone number or you want the Court to contact you at a different phone number then you must, <u>at least 1 day before the specified date</u>, inform the Court of the phone number where you may be contacted. The Division Clerk of Courtroom 2B should be informed of your phone number. If the *pro se* party/attorney who is seeking relief from the Court cannot be reached by phone for the setting his/her motion may be deemed abandoned without further notice.

3A Judge Schapanski Clerk: Sarah (970) 494-3600 Clerk: Lisa (970) 494-3601	Yes	8:30 a.m. Tues. and Thurs.	Court initiates the call. Counsel or assistant with setting authority may appear by telephone. Notice to Set should include contact numbers for all parties.
3B Judge Field Clerk: Donna (970) 494-3610	Yes	1:15 p.m. Mon. and Wed.	Settings are held on Mondays and Wednesdays at 1:15. Settings are held through the Court's conference call provider. The phone number for the Court and counsel/pro se parties to access the conference on the day of the setting is (970)494-3777 and the access code is 64293963#. If more than one setting is noticed on the same day, parties shall wait on the line until their case number is called. Parties that do not participate in the setting are advised that the matter will be set in their absence.
3C Judge Howard Clerk: Laurie (970) 494-3620	Yes	1:15 p.m. Tues., Wed. & Fri.	For all settings, the moving party shall arrange for the setting to be handled through a conference call service provider and shall file a Notice to Set that includes all information required for the Court and counsel/*pro se* parties to access the conference on the day of the setting, including the call-in number and access code. Counsel shall appear in person or by telephone as the Judge will conduct the setting. If more than one setting is noticed on the same day, the Court may join the call later than 1:15 p.m. in order to accommodate all settings. Parties that do not participate in the setting are advised that the matter will be set in their absence. Minimum notice of 7 days is required. For any matter requiring shorter notice, setting party is instructed to contact Division Staff and all other parties involved to pre-clear a setting date.
4A Judge Brinegar Clerk: Sarah (970) 494-3700	Yes	1:30 p.m. Mon. & Wed.	For all settings, the moving party shall arrange for the setting to be handled through a conference call service provider and shall file a Notice to Set that includes all information required for the Court and counsel/*pro se* parties to access the conference on the day of the setting, including the call-in number and access code. Minimum notice of 7 business days is required. For any matter requiring shorter notice, setting party is instructed to contact Division Staff to pre-clear a setting date. Counsel or an assistant with setting authority shall appear in person or by telephone. If more than one setting is noticed for the same day, the Court may call in later than 1:30 p.m. Counsel should remain on the line. Parties that do not participate in the setting are advised that the matter will be set in their absence. Settings that do not comply will be vacated without further notice.

4B Mag Jostad Clerk: Debra (970) 494-3710	Yes	10:00 a.m. Tuesdays	Clerk initiates calls. Counsel may appear in person or by telephone.
4C Judge Kaup Clerk: Joyce (970) 494-3720	Yes	Civil/Motion Hearing/Conferences Mon. & Wed. at either 8:10 a.m. or 1:10 p.m. Trial Settings – Mon. at 1:15 p.m. or Wed. at 8:15 a.m. or 1:15 p.m.	Counsel initiating the setting is to have all parties on the line and call Clerk. The moving party shall arrange for the setting to be handled through a conference call service provider and shall file a Notice to Set that includes all information required for the Court and counsel/*pro se* parties to access the conference on the day of the setting, including the call in number. For trial settings only, counsel is required to be available rather than an assistant. Counsel may appear in person or by telephone. Criminal Motions – The attorney filing criminal motions shall contact Clerk directly to arrange appropriate setting times with opposing counsel. Criminal Trial settings will be conducted in open court with all parties present.
5A Judge Odell Clerk: Melissa (970) 494-3800	Yes	1:15 p.m. Tues. & Wed.	Settings are held through the Court's conference call provider. The phone number for the Court and counsel/pro se parties to access the conference on the day of the setting is (970)494-3777 and the access code is 90791707#. If more than one setting is noticed on the same day, parties shall wait on the line until their case number is called. Parties that do not participate in the setting are advised that the matter will be set in their absence.
5B Judge Lammons Clerk: Darlene (970) 494-3810	Yes	1:15 p.m. Mon., Wed. & Thurs.	Clerk will initiate the call. Counsel or assistant with setting authority may appear in person or by telephone. The Notice to Set shall include the telephone numbers (including any extensions) of all parties to be contacted for the setting. For trial settings the Judge requires counsel be available rather than an assistant. If all parties are not available the matter will be set in their absence. In the event that more than one setting is noticed on the same day, counsel should be advised that the call may be made later than 1:15 p.m. in order to accommodate all settings. If there will be numerous attorneys/parties involved with the setting, the Court appreciates parties arranging a telephone conference for the setting. The Court has the ability to host a conference call if requested. Please contact Darlene for available dates, phone number and passcode information.

5C Judge French Clerk: Julie (970) 494-3820	Yes	1:15 p.m. Mon, Wed & Thurs.	Clerk will initiate the call at 1:15 p.m. Counsel or assistant with setting authority may appear in person or by telephone. The Notice to Set shall include the telephone numbers (including any extensions) of all parties to be contacted for the setting. For trial settings, the Judge requires counsel be available rather than an assistant. In the event that more than one setting is noticed on the same day, counsel should be advised that the call may be made later than 1:15 p.m. in order to accommodate all settings. If there will be numerous attorneys/parties involved with the setting, the Court appreciates parties arranging a telephone conference for the setting.