



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 04-108

SUBJECT: Procedure for Adding Cases to District Court Docket on an Expedited Basis

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

**From: Roxanne Bailin
Chief District Judge**

DATE: December 14, 2004

Cases may be added to an adult criminal docket in district court by county court if added by 11:00 a. m. the day before the hearing in district court. This is limited to the following situations:

1. The Defendant already has another case scheduled on the adult criminal district court docket. The county court division clerk shall docket the hearing date; however, the clerk need not notify jail transport staff because there is already at least one other case for the Defendant scheduled on the district court docket. The county court division clerk will place the file in the division's mailbox in the clerk's office.

The case can still be added to the district court docket after 11:00 a.m. if the county court division clerk takes the file to the district court division clerk within a reasonable time before the hearing so that the district court division clerk can add the county court file to the already scheduled case or cases.

2. The Defendant has a plea agreement that would result in his or her being released from custody. In this situation, the county division clerk shall docket the hearing date and inform the transport staff that the Defendant has a hearing.

If the file is placed in the division's mailbox, the county court division clerk shall also send an email or leave a telephone message with the district court division clerk giving notice that a case has been added on to the district court docket.

In all other situations, if an attorney requests an expedited bindover date in district court, the attorney must clear the date with the district court division clerk before the case may be added to the district court arraignment docket by the county court. If the attorney has not cleared a date, the county court shall assign the case to an available bindover date and shall inform the attorney that he or she may file a motion with the district court to reschedule the case to an earlier date.

Roxanne Bailin

Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District