

District Court, El Paso County, State of Colorado 270 S. Tejon St. Colorado Springs, CO 80903 (719) 452-5522	▲ COURT USE ONLY ▲ Div: 22 Ctrm: W370
DIVISION 22 CRIMINAL DOCKET MANAGEMENT AND TRIAL MANAGEMENT ORDER	

A. WEBEX AND IN-PERSON PROCEEDINGS

WEBEX: Unless otherwise directed by the court, defendants and counsel may appear by WebEx for the following proceedings:

- 1) First Appearance for defendants represented by counsel.
- 2) Appearance of Counsel.
- 3) Plea Disposition where the defendant is not entering a guilty plea.
- 4) Preliminary Hearing waivers.
- 5) Motions Hearings where no motions have been filed.
- 6) Return of Service on probation revocation summons.
- 7) Probation/Deferred revocation hearings where the parties and probation agree to set the case over in order to trail new criminal cases or to afford the defendant an opportunity to come into compliance.

IN-PERSON: Defendants and counsel shall appear in person for the following proceedings:

- 1) First Appearance for all unrepresented defendants.
- 2) Entry of any kind of guilty plea.
- 3) Motions Hearings where any motions have been filed.
- 4) Preliminary Hearing going to hearing.

- 5) Pre-trial Readiness.
- 6) Jury Trial.
- 7) Sentencing Hearing.
- 8) Probation/Deferred Revocation Hearing going to hearing.

B. TRIAL MANAGEMENT

- Motions shall be filed within 21 days of arraignment.
- Motions in limine shall be filed at least seven days in advance of Pre-trial Readiness.
- Good faith lists of witnesses and exhibit lists from all parties shall be disclosed at least seven days before trial.

C. DOCKET MANAGEMENT

- Two dispositional dates are available to parties prior to the court setting a case for trial. (A preliminary hearing is a dispositional date). For unique circumstances in a case (such as voluminous discovery or aggravated felony victim rights cases), the court may afford the parties a third dispositional setting.
- Plea paperwork and bond consent shall be filed one day prior to the scheduled docket day.
- Plea paperwork shall include all elemental definitions and signatures.
- County court cases will not be addressed during docket unless prior consent from the county court judicial officer/staff has been obtained and communicated to the division 22 clerk by email at least one day prior to docket. Any such transfer must meet the transfer guidelines outlined in CJO 08-02.



Judge William B. Bain