

**DISTRICT COURT, EL PASO COUNTY, COLORADO**

Court Address: Post Office Box 2980  
Colorado Springs, CO 80901

▲ COURT USE ONLY ▲

Div.: 2

**TEMPORARY CASE MANAGEMENT ORDER RE: COVID 19 PROCEDURES**  
**DIVISION 2**

The Chief Justice of the Colorado Supreme Court, working with the Chief Judge of the Fourth Judicial District, has limited courthouse operations to essential functions in light of the COVID 19 pandemic. Check the Colorado Courts website and Fourth Judicial District website for the latest broad restrictions. The initial restriction in place are scheduled to last through early April. Depending upon the future course of the pandemic, it is anticipated these limitations will need to be extended past the initial dates. The Court enters this Order to provide general guidance to counsel and parties in understanding and planning how their case will be administered during the course of the limited operations period. This guidance is general and orders are being entered in individual cases that will determine the procedures for each case. If you have any questions, contact the division clerks (listed below) prior to your scheduled appearance.

A central premise of the Chief Justice's Order is that the courts should manage their case load during this period to minimize the amount of interpersonal interaction among counsel,

parties, jurors, the general public, and court staff. To accommodate this objection, Division 2 is implementing the following practices.

### **Civil Matters**

All appearances in civil cases shall be telephonic, or by video electronic means when specially arranged and authorized, pending further order of the Court. Civil jury trials will not take place until the statewide and district wide restrictions permit. Case management, status, and other conferences or narrow hearings will proceed by telephone. Notices will issue in individual cases to advise of this conversion and the logistics of participation.

### **Domestic Relations**

All appearances in domestic relations cases shall be telephonic, or by video electronic means when specially arranged and authorized, pending further order of the Court. Pretrial readiness, status, and other conferences as well as final orders and modification hearings will proceed by telephone. Notices will issue in individual cases to advise of this conversion and the logistics of participation.

For evidentiary hearings, exhibits must be filed at least seven days in advance of the hearing and provided to the other parties in the case. This is required to facilitate proceeding by telephone and allow all participants access to exhibits.

Any objection to proceedings with an evidentiary hearing by telephone must be filed at least seven days prior to the scheduled hearing.

### **Telephone Procedures**

For your Division 2 appearance, call (719) 452-5600 and use access code 0259865 #. This is a common telephone conference used by Division 2 for many cases. This number is for access to the courtroom only and is not to be used to contact division clerks. The Court must also call in to the conference line. If the line is silent when you call, please be patient and stay

on the call until the Court joins. Multiple cases may be on the conference at the same time. So please remain quiet until your case is called. If possible, please place your telephone on mute until called upon. Please be thoughtful and minimize the background noise that may be on your telephone during the court appearance. Because of the challenges inherent in conference call communication, please wait to be called on before you speak and identify yourself when you begin speaking. Please do not interrupt others as this makes the communication almost impossible to hear and understand on the telephone. The Court will call on each participant so that each is given an opportunity to speak on each of the issues.

Please do not use a speakerphone feature. Our experience is that because the Court must use a speakerphone in the courtroom, use of a speakerphone by the participant as well results in spotty outages that make communication difficult. Some headsets cause similar problems.

Lawyers are encouraged to arrange communication plans with their clients to allow conferral. For example, the lawyer and client may wish to arrange for texting or email contact. You may also want to have a separate phone line available to talk if needed.

Given the difficulties of telephone communication, please limit your question responses to succinct provision of the information requested. Please try to speak clearly and remain close to the microphone you are using.

If you become disconnected from the conference, please call back immediately.

Witnesses should be placed on “stand by” so that they can be advised by text or email when they should call into the conference for their testimony. In light of sequestration of witnesses prior to testimony, they should not be told to call in from the beginning.

Participants are urged to place the necessary call timely. The Court will not repeat

matters that were previously addressed for late joining participants.

The Division Clerks and their direct dial numbers are Douglas Zinn, (719) 452-5235,  
[douglas.zinn@judicial.state.co.us](mailto:douglas.zinn@judicial.state.co.us), and Andrew Gaines, part time, (719) 452-5236,  
[andrew.gaines@judicial.state.co.us](mailto:andrew.gaines@judicial.state.co.us).

DONE and ORDERED March 30, 2020.

BY THE COURT



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David S. Prince  
DISTRICT COURT JUDGE