Fourth Judicial District, State of Colorado El Paso County Combined Court Court Address: 270 South Tejon Street Colorado Springs, CO 80903	FILED COUNTY COURTS EL PASO CO., COLORADO
Plaintiff vs. Respondent	Div: Room: COURT USE ONLY

Non-Appearance County Court Pre-Trial Conferences

This Order applies to County Court Pre-Trial Conferences. Due to the Covid-19 virus, all pre-trial conferences will be non-appearance. To schedule pre-trials, represented plaintiffs must send notice of a date and time for pre-trial to defendant(s) for any Monday through Friday, at any time between 9:00 a.m. and 4:00 p.m. with at least thirty days advance notice. Said notice shall include a direct local telephone number to call. The pre-trial notice should be filed with the Court. Subsequent to the pre-trial, the plaintiff should file with the court a Case Management Order, which will notify the Court of settlement if applicable or request the Court to issue an Order as follows:

1) If no settlement was reached and the matter in dispute is $1,500.01 or above, issue a Mediation Order per the County Court bench mandatory mediation policy;
2) If no settlement was reached and the matter in dispute is under $1,500.00, the plaintiff must contact the assigned division per the following matrix to set the matter for trial (find the last number of the case number and go to the corresponding division): 1/Div A, 2/Div B, 3/Div C, 4/Div D, 5/Div E, 6/Div F, 7/Div G, 8/Div H, 9/Div J, 0/ go to the number before zero and assign as noted;
3) A Case Management Order for Limited Discovery; and/or
4) Any other request necessary to ready the matter for trial.

The Court will send notice of pre-trial conferences for pro se parties.

So Ordered.
Magistrate Paprzycki