

<b>DISTRICT COURT, EL PASO COUNTY, COLORADO</b>	
Court Address:	Post Office Box 2980 Colorado Springs, CO 80901
Plaintiff:	<b>▲ COURT USE ONLY ▲</b> Case Number: ___ CV ___  Div.: 9
v.	
Defendant:	
.	
<b>ORDER RE: COVID 19 PROCEDURES FOR CIVIL CASES</b>	

In light of the COVID 19 pandemic, 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 until April 3, 2020. Depending upon the future course of the pandemic, it is anticipated these limitations may need to be extended past April 3. The Court enters this Order to assist counsel and parties in understanding how their case will be administered during the course of the limited operational period.

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 objective, all appearances in civil cases shall be telephonic, or by video electronic means when specifically authorized, pending further order of the Court.

To facilitate telephonic appearances, the Court has established a bridge telephone line. Please call (719) 452-5600 for the conference bridge. The access code is 8288546#. Please note there is a limited line capacity as this is a shared line throughout the courthouse, so if you are able to conference in your clients from your side this will open up more conference bridge lines and ensure everyone who needs to appear is able to do

so. The Court must call in to the conference as well. If the line is silent when you call, please be patient and stay on the call until the Court joins you. In addition to counsel, parties may attend the telephone conference, subject to the limitations noted below. All participants are urged to timely place the necessary phone call. The Court will not repeat matters that were previously addressed for late arriving participants.

Please remain quiet until the case is called by the Court. 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 by the Court before you speak and identify yourself when you begin speaking. Do not interrupt the Court or opposing counsel when they are speaking.

It is expected that counsel will have spoken to their client prior to the telephone conference, and that counsel will be in a position to address any issues their client wishes the Court to consider. Absent extraordinary circumstances, parties will not be permitted to raise issues directly with the Court. The Court will expressly address a party if it needs their input on a particular matter.

If a conference call is disconnected, the court's staff will send an immediate email to the parties advising them how the case will proceed, whether through a renewed bridge call or a new hearing date.

All civil jury trials currently scheduled to occur prior to April 3, 2020 are vacated. If your case was set for a jury trial during this period, counsel and unrepresented parties are directed to appear telephonically on the date and time the case was set to reschedule a jury trial and pretrial conference.

All case management conferences shall proceed as scheduled, with counsel and self-represented parties appearing telephonically. Prior to the conference, counsel and self-represented parties shall have met and conferred regarding a proposed case management order, which shall be filed with the Court at least three business days prior

to the conference. At the conference, counsel and self-represented parties shall be prepared to set the case for trial, and also to meaningfully address all matters set forth in C.R.C.P. 16(b)(4)-(17).

All contested hearings set prior to April 3, 2020 are vacated. If a party believes they have a truly emergent issue which needs immediate attention, the party may file a written motion requesting an emergency hearing. The motion shall not exceed five pages in length and shall explain to the Court why an emergency hearing is justified notwithstanding the existence of the pandemic, what type of evidence is needed to resolve the emergent issue, and how the party proposes to present such evidence to the Court. Any response to the request for an emergency hearing shall be filed within three business days, and it shall not exceed five pages. No reply shall be filed. After receiving the parties' briefs, the Court will enter an order addressing whether to proceed with a hearing, and if so when and under what circumstances.

The Division Clerks and their contact information are Monica Lewis, (719) 452-5238 ([monicalewis@judicial.state.co.us](mailto:monicalewis@judicial.state.co.us)) and Aneta Pachedzhieva (719) 452-5357 ([aneta.pachedzhieva@judicial.state.co.us](mailto:aneta.pachedzhieva@judicial.state.co.us)). Please feel free to contact them regarding scheduling matters.

We appreciate your flexibility, your professionalism, and your continued advocacy on behalf of your clients under these extraordinary circumstances.

Done and ordered this 18<sup>th</sup> day of March, 2020.

BY THE COURT:



Timothy J. Schutz  
DISTRICT COURT JUDGE