

County Court, Teller County, State of Colorado
P.O. Box 997, 101 West Bennett Ave.
Cripple Creek, CO 80863
Phone: 719-689-2574
Fax: 719-686-8000

▲ COURT USE ONLY ▲

Plaintiff:

v.

Defendant

Case No:

Div. T

CASE MANAGEMENT ORDER AND NOTICE OF COURT/JURY TRIAL

The following administrative procedures shall apply to all parties and their respective counsel in all civil trials within the Teller County Court, to assist in the fair and expeditious disposition of your case:

1. Your case has been set for a pretrial conference on _____ at _____ a.m./p.m. and a court/jury trial on _____ at _____ a.m./p.m. in Division T the Teller County Court. Failure to appear at pretrial conference or trial may result in appropriate sanctions, including default judgment, an award of attorney's fees and expenses incurred by the appearing party.
2. Pursuant to C.R.S. 13-22-311 the Court may enter an Order for Mediation prior to setting the case for trial.
3. There will be no refund of the \$50.00 jury fee.
4. Subpoenas will be issued but not prepared by the Clerk of the Court.
5. Requests for absentee testimony shall be made by written motion or stipulation pursuant to C.R.C.P. 343. If no response or objection is made within 7 days the motion may be deemed confessed.
6. The parties are Ordered to comply with the Discovery provisions of C.R.C.P. 316 and shall file a **Disclosure Certificate (Form 9)** with the Court and opposing party, no later than twenty-one (21) days prior to trial, listing all witnesses, exhibits/documents to be used at trial. In the event either party desires additional Discovery, a written request is to be filed with the Clerk of the Court no less than sixty (60) days prior to trial. Said request may be granted unless a written objection is filed by the opposing party within ten (10) days of the filing of the request. Any Discovery Order granted will be reciprocal. A draft Order must be submitted with any discovery request.
7. All trial exhibits are to be marked prior to trial. Plaintiffs are to use numbers, Defendants are to use letters. There shall be at least two additional copies of each exhibit, one for the opposing party and one for the Court. Each party shall provide the Court with copies of all exhibits and an index of exhibits prior to trial. Authenticity of all exhibits shall be deemed admitted unless objected to in writing on or before the date set for jury trial.
8. **JURY INSTRUCTIONS: Pursuant to C.R.C.P. 351, both parties or their respective counsel shall submit full and complete jury instructions and verdict forms, in Courier New, font size 12, double spaced and emailed to the civil clerk and opposing party in Word format. This needs to be done no later than ten (10) days prior to the jury trial.** The Court does not supply any "stock" jury instructions for use at trial. Failure to comply with any of the above may result in the jury trial being stricken and/or reasonable attorney fees being assessed against the defaulting party. Jury instructions should refer to "foreperson" not "foreman".
9. If the case is to settle, please contact this division 48 hours prior to the trial date. Settlement on the date scheduled for jury trial may result in the costs of the jury panel being assessed against either one or all of the respective parties.
10. In the event you intend to use any special equipment, such as videotapes, X-ray viewing box, or audio recordings, you are to obtain Court approval prior to trial and make arrangements to have such equipment available for trial.

DONE THIS 3rd day of September, 2014.

BY THE COURT:



Linda Billings-Vela, Judge

A copy of this Order was served on/mailed to the: _____ Plaintiff _____ Defendant. By: _____ Date: _____