

Courtroom 5B – Judge Gregory M. Lammons
Larimer County Justice Center
201 La Porte Avenue, Suite 100
Fort Collins, CO 80521

Division Clerk: Alyson Miller
Telephone Number: (970) 494-3810
Law Clerk/Bailiff: David Gasvoda
Telephone Number: (970) 494-3811

Courtroom 5B currently hears civil, domestic relations, criminal matters and adoptions.

I. Settings:

- Settings are held Tuesday and Wednesdays at 1:15 p.m.
- Clerk will initiate the call.
- Counsel or assistant with setting authority may appear in person or by telephone.
- The Notice to Set shall include the telephone numbers (including any extensions) of all parties to be contacted for the setting. For trial settings the Judge requires counsel be available rather than an assistant. If all parties are not available the matter will be set in their absence.
- In the event that more than one setting is noticed on the same day, counsel should be advised that the call may be made later than 1:15 p.m. in order to accommodate all settings.
- If there will be numerous attorneys/parties involved with the setting, the Court appreciates parties arranging a telephone conference for the setting. The Court has the ability to host a conference call if requested. The Court's conference line is 970-494-3777. When prompted, enter access code 63855246#.

II. Pending Motions:

- Motions are calendared for review to see if responses and replies are filed in a timely manner.
- On civil motions (unless the matter requires an evidentiary hearing), the Court will rule on the briefs and other submissions. The Division Clerk will call and advise counsel if the Judge wishes to schedule an oral argument on any motion. If counsel desires to schedule oral argument, such request must be set out in the motion. The Court will consider such requests and advise counsel if he agrees to hold a hearing.
- Counsel should submit a proposed order with every motion. The proposed order must be in an editable format and comply w/ CJD 11-01 and C.R.C.P. Rule 121 §1-26.

- Counsel may not grant each other continuances of hearings or deadlines. A Motion must be filed with the Court.

III. Transcripts:

- You must contact Judicial Administration for transcripts. *Form to order transcripts can be found at www.courts.state.co.us.* Please provide a copy of all orders for free transcripts, appeals, and designations of record.

IV. Trials/Evidentiary Hearings:

- Comply with deadlines.
- As for exhibit lists plaintiffs and petitioners use numbers, beginning with 1; defendants and respondents use letters, beginning with the letter A.
- Witness and exhibit lists should be exchanged and filed 7 days before trial unless otherwise ordered. Exhibits must be e-filed in accordance with CJD 11-01.
- Lead counsel must appear in person at the pre-trial conference.

V. Civil Cases:

- Civil case management is handled pursuant to Court Orders and the C.R.C.P.
- Court will send out notices to ensure compliance.
- Case management orders are required to set specific dates for discovery completion, disclosures, and other deadlines. Counsel are to confer and establish meaningful dates, taking into account the complexity of the case.
- If counsel cannot agree to matters within the case management order, please set forth the differing dates. The Court will determine the appropriate deadlines.
- Case management conferences will be held when requested, when a litigant is *pro se*, or when determined to be necessary by the Court.
- Counsel are to engage in meaningful Alternative Dispute Resolution.
- Court's usual policy is not to set the matter for trial until completion of non-expert discovery and until Alternative Dispute Resolution has been completed. *Exception: Generally medical malpractice and construction defect cases will be set for trial after they are at issue. The Court will not wait to set a trial date until after ADR.*
- The Court's goal is to expedite the resolution of civil cases and minimize delay. The Court will be flexible and attempt to accommodate differences inherent in each case.

VI. Criminal Cases:

- First appearances are held at 8:15 a.m. on Mondays and Thursdays.
- Generally, in-custody defendants and cases requiring an interpreter will be called first.
- The Court requires the use of the Combined Court's Questionnaire for felonies and the written Rule 5 & 11 for misdemeanors.

VII. Domestic Relations Cases:

- E-filing in Domestic Relations cases is mandatory in this District.
- Caption should reflect correct information (i.e., case number, courtroom number, and role of parties).
- Notice Department of Human Services of all motions if they are an Intervenor.
- Use appropriate forms if a party's name has been changed.
- File and exchange final witness and exhibit lists 7 days before your hearing. Exhibits must be filed in accordance with CJD 11-01.

VIII. Miscellaneous Procedures:

- Orders issued by the Court are e-filed. It is not necessary to provide copies to conform. *Exception: Criminal, Juvenile cases and Adoptions.*
- Copies from court files are handled by the Combined Clerk's office.
- Please do not ask the Division Clerk for legal advice. The Court expects the Division Clerk to be treated with courtesy and respect by both attorneys and their staff.
- Do call the Combined Clerk's office to check on the status of a pending motion. Do not call about a pending motion until several days after the response or reply time has passed. Do not have your client call. Do put your address and telephone number on all pleadings. Make sure to include the correct case number and courtroom number to assure that your pleadings are received by the Court in a timely manner.
- If the Judge needs a copy, please hand-deliver or fax a courtesy copy (mark your document "copy") – do file the original with the Court.
- Absent unavoidable circumstances, Court does not start late. Counsel must be on time for court appearances. Please be prepared.
- Please be respectful. Address parties appropriately (i.e., use Mr., Ms. or Mrs. not first names) (and request the same of your clients/witnesses).
- The majority of non-criminal cases in this courtroom are recorded. In order to make a clear record, do not interrupt the Judge, witnesses, or other attorneys.
- Do not chew gum or anything else when addressing the Court or when examining witnesses (and request the same of your clients/witnesses).
- Stand up when addressing the Court. Ask for permission to approach the Court or the witness. Show opposing counsel the exhibit before you approach.
- Turn cell phones or any other portable devices completely off (and request the same of your clients and witnesses). Cell phones with ringers turned to silent still interfere with the audio system in the Courtroom. Attorneys may access their phones for calendaring purposes.
- Do contact the Division Clerk before trial regarding set up of any technical equipment or if any clients/witnesses have special needs.
- Do not leave trash on the tables or throw any liquid in the trash containers in the courtroom.

