

**DISTRICT COURT - SETTING PROCEDURES BY DIVISION
(December 2017)**

Courtroom	Notice to Set	Time/Days	Requirements
1B Mag. Connors Clerk: Teresa (970) 494-3540 Clerk: Ron (970) 494-3541	Yes	Post DC Matters: 1:30 p.m. Tues. & Fri.	Settings will be initiated by the Magistrate. Attorneys must be available for the setting and may appear in person or by telephone. Pro se parties can appear by telephone with a valid telephone number provided ahead of time.

<p>2A Mag. Spangler Clerk: Tina (970) 494-3560</p> <p>Clerk: Jennifer (970) 494-3571</p>	<p>Yes</p>	<p>1:00 p.m.; 1:20 p.m.; 1:30 p.m.; 1:40 p.m.; 1:50 p.m. each Fri.</p>	<p>Effective 1/1/2017 Courtroom 2A is changing its setting procedures. The changes are being made to increase efficiency in the setting process and to avoid conflicts with setting dates in the District Court courtrooms handling Dependency and Neglect Cases. Setting for Courtroom 2A will only occur on Friday afternoons. The Court will issue an order which establishes a set date and time for the setting. Settings will occur between 1:00-2:00 p.m. Settings will occur in 10-minute intervals. (1:00, 1:10, 1:20, 1:30, 1:40, 1:50) As outlined in the Order establishing the setting date, you must call the conference bridge on the date and at the time set forth in the order. Failure to do so will result in either a date being set without your input or your motion not being set for hearing and you having to request a new setting date.</p> <p>When motions are ripe for resolution by the court (all responsive pleadings have been filed or the time for responsive pleadings to be filed has expired) the Court may issue an order with a setting date. This will normally be 2 weeks out from the date the order setting the setting date is issued. If a motion is ripe for resolution by the court and a party wants a setting date then a request for a setting date should be filed. Once the form is received and the court determines that the motion should be heard in Courtroom 2A then the Court will issue an order setting a setting date.</p>
<p>2B Mag. Jostad Clerk: Karen (970) 494-3570</p> <p>Clerk: Debra (970) 494-3561</p>	<p>Yes</p>	<p>Pre Decree & Temp Orders</p> <p>1:30 p.m. Tues & Fri.</p>	<p>Settings will be initiated by the Magistrate. Attorneys must be available for the setting and may appear in person or by telephone. Pro se parties can appear by telephone with a valid telephone number provided ahead of time.</p>

<p>3A Judge Howard Clerk: Marianne (970) 494-3620 Clerk: Laurie (970) 494-3621</p>	<p>Yes</p>	<p>1:15 p.m. Thurs.</p>	<p>The court conducts all settings on Thursdays at 1:15p.m. The parties should select a mutually acceptable Thursday, and the responsible attorney shall file a notice to set by the Thursday before the anticipated setting. If a party is represented by counsel, counsel is ordered to participate in the setting because the judge conducts the settings and often will address other matters. The parties are directed to use the following conference call-in information: Dial-in Number: (970) 494-3777; Participation Access Code: 825 93 173. If more than one setting is noticed on the same day, participants shall wait on the line until their case is called. Parties who do not participate in the setting are advised that the matter will be set in their absence.</p>
<p>3B Judge Field Clerk: Donna (970) 494-3610</p>	<p>Yes</p>	<p>1:15 p.m. Mon. and Wed.</p>	<p>Settings are held on Mondays and Wednesdays at 1:15. Settings are held through the Court's conference call provider. The phone number for the Court and counsel/pro se parties to access the conference on the day of the setting is (970)494-3777 and the access code is 64293963#. If more than one setting is noticed on the same day, parties shall wait on the line until their case number is called. Parties that do not participate in the setting are advised that the matter will be set in their absence.</p>

<p>3C Judge Jouard Clerk: Denise (970) 494-3601</p>	<p>Yes</p>	<p>Civil Settings: 1:15 p.m. Thurs. JV Settings: 1:00 p.m. & 1:15 p.m. Wed</p>	<p>The court conducts all civil settings on Thursdays at 1:15p.m. The parties should select a mutually acceptable Thursday, and the responsible attorney shall file a notice to set by the Thursday before the anticipated setting. If a party is represented by counsel, counsel is ordered to participate in the setting because the judge conducts the settings and often will address other matters. The parties are directed to use the following conference call-in information: Dial-in Number: (970) 494-3777; Participation Access Code: 621 896 59. If more than one setting is noticed on the same day, participants shall wait on the line until their case is called. Parties who do not participate in the setting are advised that the matter will be set in their absence. JV settings are conducted on Wednesdays at 1:00 p.m. and 1:15 p.m. Parties are instructed to follow the procedure as provided above. There are not to be more than 2 settings at each of those times.</p>
<p>4A Judge Brinegar Clerk: Sarah (970) 494-3700</p>	<p>Yes</p>	<p>1:30 p.m. Mon. & Wed.</p>	<p>For all settings, the moving party shall file a Notice to Set, which includes the date and time of the setting, together with the Court's conference dial-in number and access code (as set out below). Minimum notice of seven (7) business days is required. For any matter requiring shorter notice, setting party is instructed to contact Division Staff to pre-clear a setting date. Settings are held through the Court's conference call provider. The telephone number for counsel/<i>pro se</i> parties to access the conference on the day of the setting is (970) 494-3777, and the participant access code is 19951332#. Counsel or an assistant with setting authority shall appear in person or by telephone. If more than one setting is noticed for the same day, counsel/<i>pro se</i> parties shall remain on the line until their Case Number is called. Parties that do not participate in the setting are advised that the matter will be set in their absence.</p>

<p>4B Mag Pannell Clerk: Anita (970) 494-3710</p> <p>Clerk: Tammy (970) 494-3711</p>	<p>Yes</p>	<p>1:15 p.m. Wed. & Thurs.</p>	<p>The moving party shall find an agreeable date with all the parties and file a Notice to Set with the court. The Notice to Set is to be filed seven days prior to the date of the setting.</p> <p>Courtroom 4B will hold their settings on Wednesday and Thursday at 1:15 pm. parties are to appear in person for the setting.</p>
<p>4C Judge Blanco Clerk: Amanda (970) 494-3720</p>	<p>Yes</p>	<p>1:15 p.m. Mon. & Wed.</p>	<p>Settings will be held through the court's conference call provider. The phone number for the court and counsel/prose parties to access the conference on the day of the setting in 970-494-3777 and the participant code is 60426442#. If more than one setting is noticed in on the same day, parties shall wait on the line until their number is called. Parties that do not participate in the setting are advised that the matter will be set in their absence. For trial settings only, the judge requires that counsel be available rather than an assistant. .</p>
<p>5A Judge Odell Clerk: Melissa (970) 494-3800</p>	<p>Yes</p>	<p>1:15 p.m. Tues. & Wed.</p>	<p>Settings are held through the Court's conference call provider. The phone number for the Court and counsel/pro se parties to access the conference on the day of the setting is (970)494-3777 and the access code is 90791707#. If more than one setting is noticed on the same day, parties shall wait on the line until their case number is called. Parties that do not participate in the setting are advised that the matter will be set in their absence.</p>
<p>5B Judge Lammons Clerk: Alyson (970) 494-3810</p>	<p>Yes</p>	<p>1:15 p.m. Mon (JV settings only), 1:15 p.m. Wed. & Thurs.(all other settings)</p>	<p>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.</p> <p>If there will be numerous attorneys/parties involved with the setting, the Court appreciates parties arranging a telephone conference for the setting. The responsible party shall provide the following call-in information in their notice to set: Dial-in number is 970-494-3777. Participation Access Code: 63855246.</p>

<p>5C Judge French Clerk: Julie (970) 494-3820</p>	<p>Yes</p>	<p>Civil Settings: 1:15 p.m. Tues. & Wed.</p>	<p>Pro se parties, counsel or assistant with setting authority may appear by telephone. For trial settings, the court requires counsel be available rather than an assistant. The parties shall confer and select a mutually agreeable setting date. The responsible party shall file a Notice to Set seven days prior to the requested setting date. For any matter requiring shorter notice, the responsible party shall contact division staff to pre-clear a setting date. The parties are directed to use Courtroom 5C's conference line for the setting. The responsible party shall provide the following call-in information in their notice to set: Dial-in Number: 970-494-3777. Participation Access Code: 239 769 08.</p> <p>If more than one setting is noticed on the same day, participants shall wait on the line until their case is called. Parties who do not participate in the setting are advised that the matter will be set in their absence.</p>
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