

**DISTRICT COURT - SETTING PROCEDURES BY DIVISION
(January 2016)**

Courtroom	Notice to Set	Time/Days	Requirements
1B Mag. Connors Clerk: Teresa (970) 494-3540 Clerk: Ron (970) 494-3541	Yes	Post DC Matters 10:00 a.m. Wed.; 10:30 a.m. Fri. Beginning March 1, 2016: 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: Anita (970) 494-3560</p> <p>Clerk: Caitlin (970) 494-3561</p>	<p>Yes</p>	<p>1:15 p.m. Wed. & Fri.</p>	<p>Clerk will connect all parties on the Conference Bridge. Parties may appear in person or by telephone. Party/Attorney need to be available until 2pm on both setting days. For all settings, a Notice to Set shall be filed by the moving party, 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) days is required. Settings are held through the Court's conference call provider. The telephone number for pro se parties/counsel to access the conference on the day of the setting is 970-494-3777, and the participant code is 05891270. If more than one setting is noticed for the same day, pro se parties/counsel 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>A pro se party/attorney may appear in person for the setting but this is not required. Settings are usually handled by phone. If appearing in person, settings are conducted at the clerk's division window, NOT in the Courtroom. Due to docket scheduling, parties need to be available until 2pm on the setting day.</p> <p>JV paternity summons can contact Clerk directly and/or leave message requesting date. Clerk will return the call.</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 Schapanski Clerk: Sarah (970) 494-3600 Clerk: Amanda (970) 494-3601</p>	<p>Yes</p>	<p>8:30 a.m. Tues. and Thurs.</p>	<p>Court initiates the call. Counsel or assistant with setting authority may appear by telephone. Notice to Set should include contact numbers for all parties.</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 Howard Clerk: Laurie (970) 494-3620</p>	<p>Yes</p>	<p>1:15 p.m. Tues. & Thurs.</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 Tuesdays at 1:15 p.m. Parties are instructed to follow the procedure as provided above.</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/pro se 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/pro se 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 Clerks: Laine and Caitlin (970) 494-3710</p>	<p>Yes</p>	<p>10:00 a.m. Tuesdays</p>	<p>Clerk initiates calls. Counsel may appear in person or by telephone.</p>
<p>4C Judge Kaup Clerk: Joyce (970) 494-3720</p>	<p>Yes</p>	<p>Civil/Motion Hearing/Conferences Mon. & Wed. at either 8:10 a.m. or 1:10 p.m.</p> <p>Trial Settings – Mon. at 1:15 p.m. or Wed. at 8:15 a.m. or 1:15 p.m.</p>	<p>Counsel initiating the setting is to have all parties on the line and call Clerk.</p> <p>The moving party shall arrange for the setting to be handled through a conference call service provider and shall file a Notice to Set that includes all information required for the Court and counsel/<i>pro se</i> parties to access the conference on the day of the setting, including the call in number.</p> <p>For trial settings only, counsel is required to be available rather than an assistant. Counsel may appear in person or by telephone.</p> <p>Criminal Motions – The attorney filing criminal motions shall contact Clerk directly to arrange appropriate setting times with opposing counsel.</p> <p>Criminal Trial settings will be conducted in open court with all parties present.</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/<i>pro se</i> 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: Kim (970) 494-3810</p>	<p>Yes</p>	<p>1:15 p.m. Mon., Wed. & Thurs.</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 Court has the ability to host a conference call if requested. Please contact Kim for available dates, phone number and passcode information.</p>
<p>5C Judge French Clerk: Julie (970) 494-3820</p>	<p>Yes</p>	<p>Civil Settings: 1:15 p.m. Tues. & Thurs. JV Settings: 1:15 p.m. Mon. & Wed.</p>	<p>Clerk will initiate the call at 1:15 p.m. Counsel or assistant with setting authority may appear in person or by telephone. For trial settings, the court requires counsel be available rather than an assistant. The parties shall select a mutually agreeable setting date. The responsible party shall file a Notice to Set seven (7) business 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 call-in. 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>