

**DISTRICT COURT - SETTING PROCEDURES BY DIVISION
(December 2020)**

| Courtroom | Notice to Set | Time/Days | Requirements |
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| 1B Mag. Majoros Clerk: Ahmani (970) 494-3540 Clerk: Ron (970) 494-3541 | Yes | Post-Decree 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. |
| 2B Mag. Christiansen Clerk: Karen (970) 494-3570 Clerk: Jenny (970) 494-3561 | Yes | Pre-Decree/Temp Orders: 1:30 p.m. Tues & Fri. | The Court conducts all settings on Tuesdays and Fridays between 1:30pm and 2:30pm. Parties should select a mutually acceptable Tuesday or Friday and file a Notice to Set. Notices filed within 7 days of the requested setting date will be rejected. If a party is represented by counsel, counsel is ordered to participate in the setting because the Magistrate conducts the settings and often will address other matters. The notice should include the phone numbers of all parties participating in the setting. All settings are via Webex. Parties who do not participate in the setting are advised that the matter will be set in their absence. Conference Phone Number: 415-655-0001 Participant Access Code: 921-525-157, follow automated prompts. |

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| <p>2C Mag. Connors Clerk: Teresa (970) 494-3640</p> <p>Clerk: Spencer (970) 494-3641</p> | <p>No</p> | <p>1:00 p.m.; 1:20 p.m.: 1:30 p.m.; 1:40 p.m.; 1:50 p.m. each</p> <p>Fri.</p> | <p>2C setting procedures are designed to increase efficiency in the setting process and to avoid conflicts with setting dates in the District Court courtrooms handling Dependency and Neglect Cases. Settings for Courtroom 2C 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. 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 establishing 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 establishing the setting date.</p> <p>Conference Phone Number: 415-655-0001 Participant Access Code: 926 067 416, follow automated prompts.</p> |
| <p>3A Judge Howard Clerk: Julie (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 1:15 p.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: 415-655-0001; Participant Access Code: 924 828 580, follow automated prompts. 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 Villaseñor Clerk: Jessica (970) 494-3610</p> | <p>Yes</p> | <p>1:15 p.m. Tues. and Thurs.</p> | <p>Settings are held on Tuesdays and Thursdays at 1:15 p.m. 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 415-655-0001 and the Participant Access Code is 922 852 922, follow automated prompts. If more than one setting is noticed on the same day, parties shall wait on the line until their case number 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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| <p>3C Judge Jouard Clerk: Denise (970) 494-3601</p> | <p>Yes</p> | <p>Civil Settings: 1:15 p.m. 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: 415-655-0001; Participant Access Code: 924 119 647, follow automated prompts. 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>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 415-655-0001, and the participant access code is 921 506 804, follow automated prompts. 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 Judge McDonald Clerk: Jemima (970) 494-3710</p> | <p>Yes</p> | <p>1:15 p.m. Mon. & Wed.</p> | <p>Minimum notice of fourteen (14) business days required. 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 415-655-0001 and the access code is 927 882 441, follow automated prompts. 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> |

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| <p>4C Judge Dean Clerk: Mary (970) 494-3720</p> | | <p>1:15 p.m. Tues. & Wed.</p> | <p>Settings will be 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 415-655-0001 and the participant code is 922 345 411, follow automated prompts. 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. If a party is represented by counsel, the judge requests that counsel be available rather than an assistant.</p> |
| <p>5A Judge Field Clerk: Donna (970) 494-3800</p> | <p>Yes</p> | <p>1:15 p.m. Mon. & Wed.</p> | <p>Minimum notice of fourteen (14) business days is required. 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 415-655-0001 and the access code is 929 583 996, follow automated prompts. 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. For trial settings only, the judge requires that counsel be available rather than an assistant.</p> |
| <p>5B Judge Lammons Clerk: Alyson (970) 494-3810</p> | <p>Yes</p> | <p>1:15 p.m. Tues. & Wed.</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 415-655-0001; Participant Access Code: 929 865 937, follow automated prompts.</p> |
| <p>5C 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 415-655-0001 and the participant code is 921 341 175, follow automated prompts. 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> |