

**DISTRICT COURT - SETTING PROCEDURES BY DIVISION  
(February 2023)**

<b>Courtroom</b>	<b>Notice to Set</b>	<b>Time/Days</b>	<b>Requirements</b>
1B Mag. Majoros Clerk: Carissa (970) 494-3540  Clerk: Ron (970) 494-3541	Yes	Post-Decree Matters: 1:30 p.m. Tues. & Fri.	Settings are held every Tuesday and Friday at 1:30 p.m. via WebEx. Notices must be filed <b>at least 10 days prior to the requested setting date</b> . 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 921 768 461#. 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. Attorneys must be available for the setting and may appear by telephone. Pro se parties can appear by telephone with a valid telephone number provided ahead of time.
1C Mag. Esser Clerk: Tricia (970) 494-3643	Yes	Post-Decree Matters: 1:30pm Tues.	Settings are held every Tuesday at 1:30pm, via Webex. Parties should select a mutually acceptable Tuesday and file a Notice to Ste. Notices filed <b>within 7 days</b> of the requested setting date <b>will be rejected</b> . If more than one setting is noticed on the same day, parties shall wait on the line until their case is called. If a parties is represented by counsel, counsel is ordered to participate in the setting because the Magistrate conducts the setting and often will address other matters. Parties that do not participate in the setting are advised that the matter will be set in their absences.  Conference Phone Number: 451-655-0001, Access Code: 145 599 0218, follow automated prompts.
2B Mag. Christiansen Clerk: Lori (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. <b>All settings are via Webex</b> . 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.

<p>2C Mag. Connors Clerk: Teresa (970) 494-3640</p> <p>Clerk: Mary (970) 494-3641</p>	<p>Yes</p>	<p>1:15 p.m. Fri.</p>	<p>Settings will be held through the court's conference call provider. A Notice to Set must be filed with the Court at least 7 days prior to the setting. The phone number for the court and counsel/pro se parties to access the conference on the day of the setting in 415-655-0001 and the participant code is 920 846 622, 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> <p>Conference Phone Number: 415-655-0001 Participant Access Code: 920 846 622, follow automated prompts.</p>
<p>3A Judge Blanco Clerk: Amanda (970) 494-3620 Clerk: Laurie (970) 494-3621</p>	<p>Yes</p>	<p>1:15 p.m. Mon. &amp; 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 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>
<p>3B Judge Villaseñor Clerk: Diane (970) 494-3610</p>	<p>Yes</p>	<p>1:00 p.m. Tues. and Wed.</p>	<p>A notice to set must be filed with the Court at least 7 days prior to the setting. 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>

<p>3C Judge Findley Clerk: Julie (970) 494-3601</p>	<p>Yes</p>	<p>Civil Settings: 1:15 p.m. Mon. &amp; Wed.</p> <p>JV Settings: 8:15 am or 8:30 am Tues.</p>	<p>A notice to set must be filed with the Court at least 14 days prior to the setting. All parties are to participate in the setting. For trial settings, counsel must participate in the setting. For all other settings, counsel or an assistant with setting authority are to be available. Parties that do not participate in the setting are advised that the matter will be set in their absence.</p> <p>Settings are held through WebEx. The phone number for the Court and counsel/pro se parties to access the conference on the day of the settings is (415)-655-0001 and the access code is 2593 718 4330. If more than one setting is noticed on the same day, parties shall wait on the line until their case number is called.</p>
<p>4A Judge Brinegar Clerk: Christie (970) 494-3700</p>	<p>Yes</p>	<p>1:15 p.m. Mon. &amp; 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 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/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 Judge McDonald Clerk: Jemima (970) 494-3710</p>	<p>Yes</p>	<p>1:15 p.m. 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/pro se 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>

<p>4C Judge Dean Clerk: Mary (970) 494-3720</p>	<p>Yes</p>	<p>For Domestic Relations cases only: 1:15 pm Wednesdays</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>Yes</p>	<p>For District Court Civil cases only: 1:15 p.m. Tuesdays</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 Jouard Clerk: Denise (970) 494-3800</p>	<p>No</p>		<p>To set any hearing, including case management conferences, discovery hearings, etc., parties should contact the clerk at 970-494-3800 to obtain dates. After clearing a date with all parties, counsel should call the clerk back to reserve the date/time that was convenient for all parties.</p>
<p>5B Judge Lammons Clerk: Alyson (970) 494-3810</p>	<p>Yes</p>	<p>1:15 p.m. Tues. &amp; 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>

5C Judge Cure Clerk: Donna (970) 494-3820	Yes	1:15 p.m. Wed.	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 in 415-655-0001 and the participant code is 145 979 4829, 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.
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