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| <p>Combined Court, Kit Carson County, Colorado 251 16th Street, Suite 301 Burlington, CO 80807</p> | <p style="text-align: center;">▲ COURT USE ONLY ▲</p> |
| <p>Combined Court, Morgan County, Colorado 400 Warner Street Fort Morgan, CO 80701</p> | |
| <p>Combined Court, Logan County, Colorado 110 N. Riverview Road, Room 205 Sterling, CO 80751</p> | |
| <p>Combined Court, Phillips County, Colorado 221 S. Interocean Ave. Holyoke, CO 80734</p> | |
| <p>Combined Court, Sedgwick County, Colorado Third and Pine Julesburg, CO 80737</p> | |
| <p>Combined Court, Washington County, Colorado PO Box 455 Akron, CO 80720</p> | |
| <p>Combined Court, Yuma County, Colorado 310 Ash Street, Ste. L Wray, CO 80758</p> | |
| <p>ADMINISTRATIVE ORDER NO. 2013-F</p> <p style="text-align: center;">ORDER AND NOTICE REGARDING REFERENCE OF CASES TO DISTRICT COURT MAGISTRATE</p> | |

The following guidelines shall apply to all district court cases filed in 13th Judicial District Courts, effective immediately.

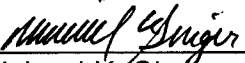
- 1) By means of a separate order of appointment, the Chief Judge has appointed a Magistrate, who will preside, primarily, over district court cases, as more fully outlined below. The Magistrate will be assisted by a Division Clerk assigned to the Magistrate's division. The purpose of this Administrative Order is to ensure the orderly assignment of matters to the Magistrate.
- 2) In all events, assignment of cases or hearings to the Magistrate is subject to the Colorado Rules for Magistrates, hereinafter, C.R.M. As a result, if an assignment would be contrary to the provisions of those Rules, the Rules govern.
- 3) Cases assigned to Magistrates for hearing or other purposes will retain their original assignment to a District Judge. The Clerks nevertheless shall make

appropriate references in the record of the case [in Eclipse] when a particular proceeding is assigned to a Magistrate.

- 4) With respect to any proceedings authorized under C.M.R. 6, District Court Judges, Clerks, Division Clerks, Court Judicial Assistants, Family Court Facilitators, Probate Monitors, and Self-Represented Litigant Coordinators, are each authorized to refer such proceedings to, or set proceedings before, the Magistrate, without further order of reference from the Chief Judge. All such references should be confirmed with the Magistrate's Division Clerk, or, if not available, with the Magistrate, who will make the setting and ensure that it is entered as a scheduled event in Eclipse. Any settings not made by the Magistrate's Division Clerk should be made only on dockets already assigned to the Magistrate, with prompt notice to the Magistrate's Division Clerk.
- 5) Assignments of hearings should be made in accordance with the following priority:
 - a) *Pro se* dockets in Morgan and Logan Counties;
 - b) Emergency hearings related to protection orders filed or pending in District Court in any county;
 - c) Emergency hearings related to parenting time restrictions in any county;
 - d) Temporary orders (domestic/APR) in any county;
 - e) Emergency guardianship/conservatorship or protective orders hearings in any county;
 - f) Subject to the availability of a county judge, shelter hearings in juvenile dependency and neglect cases in any county;
 - g) Preliminary hearings in criminal cases in any county;
 - h) Subject to the availability of a county judge, detention hearings in juvenile delinquency cases in any county;
 - i) Contested Rule 120 hearings in any county;
 - j) Permanent orders (domestic/APR) in any county of one-half day or less;
 - k) Motions to modify permanent orders (domestic/APR) in any county of one-half day or less;
 - l) Motions related to disclosure, discovery, and other Rule 16, 16.1, and 16.2 matters, in District Court civil and domestic cases in any county;
 - m) Any other matters the Magistrate is authorized to hear, in any county, with, or without consent, under C.R.M. 6;
 - n) By order of the Chief Judge, the Magistrate may be assigned to assist county judges from time to time;
 - o) Nothing herein prevents a Magistrate from conducting hearings on different matters having different "priorities" when the Magistrate is already present, or scheduled to be present, in a given county.

- 6) Clerks of Court are encouraged to work with the Magistrate Division Clerk to develop a calendar providing for the Magistrate to sit on a regular basis in all counties of the District, in order to offer the most expeditious service to litigants and other court users.
- 7) The Magistrate's Division Clerk shall be responsible for managing the Magistrate's schedule to ensure that he or she does not work more than the .5 FTE allotted for the Magistrate.
- 8) The Magistrate will also be assigned to perform "on call" duties after hours and on weekends, as part of the regular rotation of "on call" judges. In light of the Magistrate's assigned case load, which is now .5 FTE, the Magistrate should be available for approximately two months per year, with four weeks being made available to the Morgan "on call" judges, and four weeks to the Logan "on call" judges.
- 9) In some instances, parties have the privilege to object to the assignment of a Magistrate to preside over some, or all aspects of their cases. See Rule 6, C.R.M. In the event a timely objection is properly filed in writing, the Division Clerk for the assigned District Judge shall immediately be notified, in order to set the matter for further proceedings, or take such additional action as may be necessary. Only objections satisfying the Rule will be considered.
- 10) Magistrate rulings, judgments, or orders are subject to review, or appeal, as set forth in C.R.M. 7. In the event of a timely filed request for review, or appeal, the Clerk shall immediately notify the assigned District Judge for further action as may be required by the C.R.M. Except as otherwise provided by the Chief Judge, the assigned District Judge shall conduct the review or appeal under C.R.M. 7.

Dated and signed this first day of November, 2013.



Michael K. Singer
Chief Judge, 13th Judicial District