



Adams County Combined Court

County Court Civil Case Management Order

The following Order is effective January 1, 2023, and may be revised and modified as required.

Cases where a party is represented by an Attorney:

1. Neither party is required to appear at the date and time listed in the Summons unless there is an accompanying order or notice requiring an appearance (i.e., Show cause on a replevin or notice of hearing regarding unauthorized persons).
2. Action is required by both parties:

The Plaintiff's attorney shall submit a request by returning the proposed judgment docket by **10:00 A.M.** on the date of the return, or by filing a motion. Proof of service should be filed with the Court at least 2 days prior to the return date.

If the claims brought in the Complaint are disputed the Defendant must file a written answer and pay the appropriate filing fee with the Court prior to or by the date and time listed in the Summons for Collections cases and prior to or by end of business on the date listed in the Summons for Eviction cases.

3. A maximum of 250 returns may be set each day at **8:30 A.M.** Monday - Friday, excluding court designated holidays. Filings exceeding the maximum settings allowed will not be docketed and will require further action by the attorney.
4. Mandatory mediation will be ordered in all Monetary (Collection) Cases if an answer is filed. If there is a jury demand by either party the matter must be set for an in-person settlement conference prior to setting a jury trial.
5. A maximum of 5 citation hearings may be set each Monday, Wednesday, and Friday at **9:00 A.M.**, excluding court designated holidays.

Parties are required to appear in person for any citation, show cause or other hearing requiring an appearance.

6. Proposed exhibits shall be filed with the Court at least 2 days prior to the hearing date. Copies of marked exhibits must be exchanged with the opposing party. Each exhibit must be individually marked for identification prior to the hearing. Plaintiff marking exhibits numerically, and defendant marking exhibits alphabetically. Audio or video exhibits must be provided to the court in CD, DVD, or thumb drive format and the submitting party must provide the device for audio and/or video exhibits to be presented.
7. It will be the responsibility of the Attorney to check the Court's docket for availability before setting cases. All returns and citations for both division 1 and 8 are set in Division 1. The docket for Division 1 may be found on the Court's website at https://www.courts.state.co.us/Courts/District/Dockets.cfm?District_ID=17

Revised and so ordered this 11th day of May 2023

By the COURT,

The Honorable Leroy D. Kirby
Presiding County Court Judge, Adams County Combined Court