

<p>COUNTY COURT, ADAMS COUNTY, STATE OF COLORADO</p> <p>Court Address: 1100 Judicial Center Drive Brighton, CO 80601</p>	<p style="text-align: center;">▲ COURT USE ONLY ▲</p>
	<p>Case Number:</p> <p>Division: 2</p>
<p style="text-align: center;">PRE-TRIAL ORDER REGARDING JURY TRIALS for DIVISION 2 Revised 3/22/3021</p>	

1. All motions shall be filed within thirty (30) days after plea of not guilty and will be heard on the scheduled motions date. If discovery problems or other matters necessitate late filing of motions, this should be stated in writing. Under NO circumstances shall motions be filed less than 45 days prior to trial. Late filing may result in a continuance of the trial with the delay attributable to the defendant.
2. If a defense other than a general denial is going to be presented at trial, defense counsel is to notify the District Attorney in writing at least 30 days prior to trial.
3. Witnesses are to be endorsed in writing, pursuant to C.R.C.P. 16, with addresses if known; list to be provided to the District Attorney at least 30 days prior to trial.
4. Defense counsel SHALL notify the Division Clerk without delay if a disposition agreement is reached prior to the trial date. If a proposed disposition is reached, parties may follow add-on procedures to have matter heard before trial date.
5. ALL trials shall be set for a STATUS CONFERENCE approximately prior to trial. Counsel SHALL appear with Defendant to address the status of the case proceeding. Any disposition SHALL be addressed no later than the status conference date.
6. Defense counsel must appear by 8:15 a.m. on the day of trial, at which time the District Attorney will be available for any last-minute discussions that may be necessary. The court will call the jury trial as close to 8:30 a.m. as possible to minimize the inconvenience to the jury panel.
7. **TEMPORARY TRIAL PROTOCOL. In addition to standard trial protocol in Division 2;** Trials will be conducted in person and pursuant to current Community Health Order(s), Directives,

or applicable Chief Judge Orders in place. Any request of electronic video appearance by witnesses must be filed with the Court prior to the Status Conference date.

8. Signage related to the Court and Tri-County Health or Other Orders is in place and instructions shall be followed.
9. Certain transparent barriers have been installed in the courtroom by Adams County to assist in community wellness.
10. Hand sanitizer, face masks and gloves have been provided by Adams County and the 17th Judicial District and should be used accordingly.
11. All persons in the courtroom will wear masks unless medically contraindicated. Masks may be temporarily ordered removed by the Court for identification purposes or testimonial confrontation. Gloves are to be used when appropriate.
12. Distance shall be maintained by all parties pursuant to the Health Department standards.
13. Water will not be provided by the Court. Water bottles provided by a party for themselves are acceptable. Use of restroom facilities are to be appropriately distanced.
14. **Exhibits:** All exhibits or copies of exhibits will be presented to the court electronically and each party shall have appropriate technology to do so, either directly or by agreement with the opposing party. Duplicate physical copies of the exhibits, properly marked, shall be provided to the court at the time offered or conclusion of the trial to be provided for the jury's consideration, and record. Once admitted, the exhibit may be published. Proffered, but not admitted exhibits are to be likewise provided for record. Multiple copies (10 minimum) for duplicates of paper exhibits are to be provided if intended to be offered for distribution to parties and publication to the jury.
15. Video or audio cds or dvds are to be shown to the identifying witness at a distance, and if admitted played accordingly. Only the proponent of the video/ audio will handle the physical item.
16. Publication of exhibits, cd(s)/dvd(s) shall be by projection from the proponent's electronic source.
17. Any document used during the trial for impeachment or other purpose, shall be directed toward the witness by permission of the court and with the use gloves. Said item shall remain at the witness stand until completion of examination and testimony of that witness and removed in accordance

with this order. Court. Parties are encouraged to retain duplicate copies for purposes of clarity of record of the trial.

18. It is the intent of the Court that as few paper documents as are practicable be used in the trial, although the court recognizes some will be inevitable. The Court intends that those documents that are used flow primarily in a single direction whenever possible.
19. Physical exhibits will be addressed appropriately with permission of the Court.
20. Proposed jury instructions should be emailed to the court. Once finalized, a fresh copy of the instructions will be provided to the jury.
21. **WITNESSES:** Witnesses will testify from the witness stand and may be requested to remove mask during testimony.
22. The proponent of any witness shall maintain wipe the area of their witness, hand /arm surfaces and the and arms of chair and remove reports or documents, or other materials handled by the witness. Counsel may submit a proposed alternative plan for consideration by the Court regarding the forgoing.
23. **JURIES:** Jurors will initially be screened by the Jury Commissioner or her Designee at the Jury assembly room for participation in the jury panel.
24. Jury Panel will be directed to the courtroom.
25. The court will bring to the courtroom a panel of eighteen (18) potential jurors for each case unless additional potential jurors are requested given the nature of the case, said request made not later than 6 weeks prior to trial.
26. The jury panel will be distance appropriately in both the gallery and jury box and the adjacent seating area.
27. At a minimum, the last row of the courtroom will initially be available to the public initially and will expand once a jury is selected to the jury box area. Observers will be admonished of the presence or potential jurors near them. To minimize disruption the Court asks that these persons initially be kept to a minimum.

28. The Court will address and remind the jurors of the expectations regarding court protocol and community health standards.
29. There will be jury questionnaires will occur in the courtroom. Jurors will be provided with juror notepads and pens.
30. The Court will do initial extended voir dire to address the lack of questionnaires. Likewise, Counsel will be given addition time to conduct their voir dire.
31. Voir dire will occur to all 18 jurors and will occur from Counsel table. The Court will provide the juror roster to both sides. Preemptory challenges (3 each side) will be made from the first 12 of the remaining jurors on the roster (after challenges for cause) at the completion of voir dire.
32. Opening statements, closing statements, objections and argument, and questioning of the witnesses are to occur from counsel's table.
33. Side bar conferences will be conducted at the bench with appropriate distancing to complete record. If needed the jury may be excused.
34. Breaks will occur as needed and all present with be admonished about distancing, electronics and ex-parte communication. Lunches may occur upon inclination of the jury. There are not currently lunch facilities other than vending machines in the building.
35. Jury deliberations shall occur in the jury room. If requested Counsel and the Court may be called upon surrender the courtroom to the jury for deliberations. All Documents, photographs, notebooks, computers and trial related material shall be retained and removed by Counsel. The jury will be admonished away from the bench and assistants' stations.
36. The jury will be instructed to contact the judicial assistant with questions or to advise of a verdict. Counsel are cautioned about materials or equipment left in the court room.
37. No electronic recording or electronic video of any kind will occur during deliberations.
38. Jury questions during deliberations will be written ad shared in writing to the Judge and parties out of the presence of the jury. Responses will be newly printed and provided to the jury and retained copy for the record.

39. If the trial continues to the next day, the courtroom will be routinely cleaned overnight.
40. Jury verdict forms will be signed in ink by the foreperson and provided from the foreperson to the Judge, to be read in open Court.
41. Juries will be dismissed upon completion of jury service with the thanks of the Court. No written certificate will be provided but may be made sent electronically upon request.
42. This ORDER is intended to comply with and Chief Justice Order or Chief Judge Order in effect and be applicable until further Order of Court.

By the Court
March 22, 2021



Brian Bowen
Adams County Court