

<input type="checkbox"/> District Court <input checked="" type="checkbox"/> County Court ADAMS County, Colorado Court Address: 1100 JUDICIAL CENTER DRIVE BRIGHTON, CO 80601	▲ <u>COURT USE ONLY</u> ▲ <hr/> Case Number: Division S1 Courtroom 306
PLAINTIFF: DEFENDANT:	
CASE MANAGEMENT ORDER, SMALL CLAIMS COURT	

The Plaintiff filed a small claims case against the Defendant seeking money. The Plaintiff and the Defendant are the parties. A court date, including time, has been scheduled with the Court (trial date). Your Trial has been set for virtual trial via WebEx. If your case is being heard digitally the virtual courtroom will be open to the public.

Information and orders for small claims parties:

1. Written Agreement (by Plaintiff and Defendant): The parties are required to talk with each other before the trial date to see if an agreement can be reached to resolve the case. This may include how much money is owed and when/how the money will be paid. Written agreements shall be filed with the Court at least 7 days before the scheduled trial date. Written agreements can be filed in-person at the Clerk’s window or mailed to: Adams Combined Court, 1100 Judicial Center Drive, Brighton, CO 80601. Blank agreement forms JDF 75 (called stipulations) are on the Court’s website.
2. Proof of Service: Proof of Service also referred to as Return of Service, is the official means by which the Notice, Claim and Summons to Appear for Trial and a copy of this Case Management Order is served to the Defendant to notify him/her that a lawsuit has been filed. Service must be completed at least 15 days before the trial date. An Affidavit of Service (pg. 7 of form JDF 250) will need to be completed by whoever is serving the paperwork. Once service is completed, you must file your Proof of Service with the Court, no later than 7 days before the trial date. You may file this document in-person or mail to: Adams Combined Court, 1100 Judicial Center Drive, Brighton, CO 80601.
 - a. If the Defendant has not been served with the paperwork at least 15 days before the trial date, you may ask the court for another trial date to serve the Defendant. If the Defendant has been served, **request(s) for another trial date shall be filed no later than 7 days before the scheduled trial date.**
3. Answer and Counterclaim (by Defendant): If the Defendant disagrees with the claim and/or wants to file a counterclaim, and an agreement is not reached, each Defendant should file with the Court, a written Answer and any counterclaim 7 days before the scheduled trial date and pay the filing fee. **The Answer and Counterclaim form, JDF 250 (R2-20, Part 2, pages 2-3) can be found on our website under Self Help/Forms: www.courts.state.co.us.** A blank Answer form is part of the paperwork provided to the Defendant at the time of service. **Each Defendant shall provide their address, phone number and email address when filing their answer.**
 - a. The Answer form must be completed including why you don’t think you owe the money.
 - b. Any counterclaim must include how much money is being sought and for what reason.
 - c. The Answer form should be filed with the Court 7 days before the trial date, and a copy mailed to the Plaintiff, 7 days before the trial date.

4. **Trial:** *All exhibits shall be filed with the court and copies of the exhibits mailed to the other party no later than 7 days prior to the scheduled court date.* All exhibits shall have the case number listed and be labeled before you send them to the court and the other side. Plaintiffs shall use numbers (for example “P-1”, “P-2”, “P-3” etc.). Defendants shall use the letters, (for example, “D-A”, “D-B”, “D-C” etc.). If an exhibit is 3 pages long, each page should be labeled accordingly. For a plaintiff, P-1-1, P-1-2, P-1-3, or for a defendant D-A1, D-A2, D-A3. Each page of each exhibit needs a label so that during the hearing a specific page of any document can be referred to by that label. If you have audio and video evidence to present at trial, the Court cannot accept or play such, therefore, you must be able to share that via WebEx on your own device and you must mail a copy of the audio and video exhibit on a thumb drive to the other side 7 days before the scheduled trial date. In order to present any video or audio evidence at trial, you must be able to share it via WebEx during trial. You should familiarize yourself with how to share content on the WebEx platform before trial. Failure to comply may result in a continuance of your trial date, or the court not reviewing or accepting your exhibits. All items may be submitted as indicated in paragraph 9 below.
5. **Time Allotted for the Trial:** Trials are set for 30 minutes with each side having up to 15 minutes to present their case, including witness testimony. Please plan accordingly.
6. **Attending virtual court:** You will need a computer, smart device, or a phone to attend. If you are calling witnesses to testify, you need to provide the link and instructions on how to appear to your witness(es). Please mute your mic/phone until your time to speak. **The virtual courtroom for Division S1:** <https://judicial.webex.com/meet/magistrate.kossie> or call: 1-720-650-7664 and use meeting access number: 928 183 673. To access the digital courtroom via I-phone or android, the WebEx Meetings application must first be installed on the device. When accessing the virtual courtroom, please be patient. The judicial officer may be hearing another case but will be with you as soon as possible.
7. **Request for new scheduled trial date:** *Any request for a new court date must be filed at the Clerk’s window (form JDF 76) or mailed to: Adams Combined Court, 1100 Judicial Center Drive, Brighton, CO 80601 at least 7 days before the scheduled court date and provided to the other side.* The Court will decide on the request and notify both parties of its decision.
8. **Interpreters:** If you require a language interpreter, you must submit your request at the Clerk’s window **30 days** prior to your trial date. A court-appointed interpreter will be scheduled to assist you at no charge. Per Chief Justice Directive 06-03, interpreters must be on the roster of Colorado Judicial Department Authorized Interpreters to provide interpreter services for the Courts.
9. **Methods to file documents with the Court:**
 - a. Send documents by US Mail at least 7 days prior to the trial date to: Adams Combined Court, 1100 Judicial Center Drive, Brighton, CO 80601 and list your case number on the front of the envelope. **Please do not send cash.** Check website for the appropriate filing fee and make check or money order payable to: Adams Combined Court: <https://www.courts.state.co.us/> and search for Filing Fees.
 - b. File the documents in-person at: 1100 Judicial Center Drive, Brighton, CO 80601.

IMPORTANT: All documents submitted to the Court must include case number, printed names and signatures, current phone numbers, mail and email addresses of all persons/attorneys submitting the document.

EXPECTATIONS AND ORDERS OF THE COURT

- Audio and/or video recording of any portion by any means of a hearing is strictly prohibited. Violation of this prohibition may result in the imposition of sanctions including contempt of court.
- Virtual hearings are considered court proceedings and all participants should behave appropriately. Participants should be properly dressed and keep their surroundings quiet and well-lit with a minimum of distractions. Please make sure your electronic devices are functioning correctly and you have an adequate internet connection.
- Attorneys shall forward virtual courtroom information to their clients and any witnesses. The Court will post the virtual courtroom information on the public dockets and on the courtroom door and will also provide the information to any member of the public upon request. It is the responsibility of the parties to ensure any witnesses have the necessary contact information.
- Any subpoenas served shall have a copy of this Order attached.
- Parties shall log in/call at the scheduled hearing time. When entering the virtual courtroom, mute your device and do not interrupt any ongoing proceeding (just like an in-person courtroom). Please wait to be acknowledged by the Court or its staff.
- An audio record of the proceedings will be maintained by the Court.
- It is important that only one person speak at a time. The Court will call on you to speak. If you are having trouble hearing, please raise your hand to alert the Court.
- It is important that you face the camera and speak into the microphone or close to the phone to be heard and for the recording to pick up your voice. Please speak loudly and clearly.
- If an interpreter is present for a participant, speakers must allow the interpreter to render their interpretation after each person speaks to avoid confusion and keep a clear record.
- Background noise, including side conversations and paper shuffling, must be kept to a minimum. Keep your microphone muted unless you are speaking.
- Do not use the chat function for any purpose.

Dated: 10/25/21



Chief Judge