



STATE OF COLORADO  
Courts of the Seventeenth Judicial District  
Broomfield Combined Court  
17 Descombes Drive  
(303) 464-5020

## Broomfield County Combined Court County Court Civil Case Management Order

As we begin a new year, we are still dealing with Covid-19 and the court having to limit the number of people in the building. We are modifying our previous plan we used in 2020 with a couple of simple changes. The Broomfield Court will begin following this order immediately.

1. For all County Court Civil FED and/or County Court Money Demand case(s), the Plaintiff will begin immediately serving the Defendant(s) with the appropriate Advisement form along with the Summons. Neither attorney/defendant is required to appear at the Return Date.
2. All Pro Se filers (Plaintiffs) will be given the advisement along with the summons to serve on the defendant(s). **Both parties are required to appear at the Return Date.**
3. NON-APPEARANCE RETURN DATE: There will be a NON-APPEARANCE RETURN DATE which requires Defendant(s) to file an Answer with the Court prior to or on the Return date listed in the Summons if they wish to contest the matter.
4. If an answer is filed in a **FED (eviction)** cases the court will set the matter for hearing according to legal guidelines. Hearings will be scheduled via WebEx until further notice.
5. If an answer is filed in **Money Demand** cases the Court will issue a Mandatory Mediation Order to all parties. *See steps for Mediation below.*

**We will no longer have attorneys stand by for phone negotiations on Thursday mornings. We will continue to send the PPJ's to counsel the Wednesday prior to the docket.**

6. Wednesday prior to the Thursday Broomfield Civil Return Docket, the Court Clerk will Email the Docket and the PPJ Docket to **all** attorneys.
7. If Defendant(s) appear, they will be directed to the window inside the Jury Assembly room, where the Civil Clerk will advise the Defendant of their options:
  - a. Defendants must file an Answer with the Court if they wish to contest the matter.
  - b. Defendants will be required to file an answer that day by 12:00 pm. They can file in person or via email at [17Broomfieldconsent@judicial.state.co.us](mailto:17Broomfieldconsent@judicial.state.co.us)
  - c. The Court Clerk will upload the answer and communicate with counsel immediately if any answers are filed with the court that day.
8. Once the Return Docket is completed, the attorneys will complete the PPJ docket with any stipulations, default judgment requests; alias summons; continuance; etc. and email their completed PPJ dockets back to the Court Clerk by 12:00 pm on that Thursday for processing.

## MANDATORY MEDIATION ADMINISTRATIVE ORDER

9. **Only on all County Court Money Demand cases where an answer is filed, the Mandatory Mediation Administrative Order will enter, and the parties are required to follow the order. The Broomfield Court will no longer schedule the mediations with our Broomfield Mediation Program.**
- a. Plaintiff and or Counsel shall contact defendant to discuss scheduling of mediation after an answer is filed. Documented failure by defendant to cooperate with plaintiff in arranging mediation may result in the court entering default judgment against defendant for the relief requested in the plaintiff's complaint.
  - b. Each party will be responsible for choosing the mediator, for scheduling the mediation session with the mediator and for paying for the meditation session at the rate required by the mediator and in compliance with the payment requirements of the mediator, of which the court has no control over.
  - c. Within five (5) days of scheduling of mediation, Plaintiff shall file a brief status report stating the date, time and place of the mediation so the court can set an appropriate non-appearance status review.
  - d. If one party fails to appear for mediation, the appearing party must notify the court via Notice and Motion for Default who may then enter judgment on behalf of the complying party and award costs including the cost of mediation.
  - e. **If mediation is successful**, the plaintiff must file a fully signed Stipulation (JDF 75) and an Order Re: Stipulation (JDF 106) with the court for approval within five (5) days of the mediation session. If Court signs the Order, the case will close.
  - f. **If mediation is not successful**, the plaintiff shall file Notice of Completion of Mediation and request a court hearing within five (5) days of the completion of mediation after which the court will set the matter for trial.
  - g. Failure of either side to appear for a scheduled mediation may well result in the Court entering default judgment against the non-appearing party.

SO ORDERED THIS 12<sup>TH</sup> DAY OF January, 2021.

By the COURT,



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The Honorable Amy E. Bockman  
Division 1, Broomfield County Court