

District Court, Weld County, State of Colorado Court Address: 901 9 th Avenue, Greeley, CO 80631 Mailing Address: P.O. Box 2038, Greeley, CO 80632-2038	
<p style="text-align: center;">ADMINISTRATIVE ORDER NO. 13-08 <i>Revised April 17, 2020</i></p>	<p>▲ COURT USE ONLY ▲</p>
	Case Number: 13 CV 01 Division 1
<p>ORDER REGARDING PROCEDURES FOR PROVIDING AN UN-REDACTED TRANSCRIPT UPON THE REQUEST OF A VICTIM OF AN OFFENSE LISTED IN C.R.S. §§24-72-304(4), (4.5)</p>	

Pursuant to the authority granted to Chief Judges by Chief Justice Directive 95-01, "Authority and Responsibility of Chief Judges," the following procedures for releasing an un-redacted transcript to and upon the request of a victim of a sexual assault, or the parent or legal guardian of a child-victim, are hereby established.

WHEREAS the court, as a criminal justice agency, is required pursuant to C.R.S. § 24-72-304(4)(a) to delete the name(s) of the victim(s) of a sexual offense, or of a child-victim pursuant to C.R.S. § 24-72-304(4.5)(a), before releasing a transcript of court proceedings to the public (the purpose of this rule being to protect the victim's right to privacy); and

WHEREAS the Chief Judge, pursuant to Chief Justice Directive 05-03, is ultimately responsible for the administrative of court reporting services; and

WHEREAS there are occasions when the victim of a sexual offense, or the parent or legal guardian of a child-victim, requests a copy of an un-redacted transcript from the court;

In such event the following procedures shall apply:

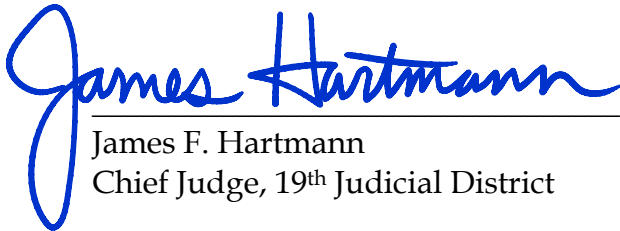
1. The provisions of this order shall apply to any of the following offenses:
 - A. Sexual Assault under C.R.S. §18-3-402, or first degree sexual assault under C.R.S. §18-3-402, as it existed prior to July 1, 2000;
 - B. Sexual assault in the second degree under C.R.S. §18-3-403, as it existed prior to July 1, 2000;

- C. Unlawful sexual contact under C.R.S. §18-3-404, or sexual assault in the third degree pursuant to C.R.S. §18-3-404, as it existed prior to July 1, 2000;
 - D. Sexual assault on a child under C.R.S. §18-3-405;
 - E. Sexual assault on a child by one in a position of trust under C.R.S. §18-3-405.3;
 - F. Sexual assault on a client by a psychotherapist under C.R.S. §18-3-405.5;
 - G. Incest under C.R.S. §18-6-301;
 - H. Aggravated incest under C.R.S. §18-6-302;
 - I. Any attempt to commit any of the offenses listed above.
2. In addition to the offenses listed in paragraph 1 above, the provisions of this order shall apply to any of the following offenses involving a child-victim:
- A. Any offense listed in part 4 of article 6 of title 18, C.R.S.;
 - B. Internet sexual exploitation of a child under C.R.S. §18-3-405.4;
 - C. Enticement of a child under C.R.S. §18-3-305;
 - D. Internet luring of a child under C.R.S. §18-3-306;
 - E. Soliciting for child prostitution under C.R.S. §18-7-402;
 - F. Pandering of a child under C.R.S. §18-7-403;
 - G. Procurement of a child under C.R.S. §18-7-403.5;
 - H. Keeping a place of child prostitution under C.R.S. §18-7-404;
 - I. Pimping of a child under C.R.S. §18-7-405;
 - J. Inducement of child prostitution under C.R.S. §18-7-405.5;
 - K. Patronizing a prostituted child under C.R.S. §18-7-406;
 - L. Human trafficking of a minor for involuntary servitude under C.R.S. §18-3-503;
 - M. Human trafficking of a minor for sexual servitude under C.R.S. §18-3-504(2);
 - N. Any attempt to commit any of the offenses listed above.
3. The court will only release an un-redacted copy of a transcript prepared for cases involving an offense listed in paragraph 1 above if the victim of the offense tenders to the court a signed written release on the form attached to this administrative order, or a release signed by the parent or legal guardian for any offense specified in paragraphs 1 or 2 if the victim is under the age of eighteen.
4. If there is more than one victim of an offense listed in paragraphs 1 and 2 above involved in the case, the court must receive a signed written release from each of the victims, or the parent or legal guardian if the victim is under the age of eighteen, before an un-redacted copy of the transcript will be prepared or released. If releases are not obtained from each victim, the court will prepare and release a transcript with the names of all victims deleted (redacted) from the transcript.

5. An un-redacted transcript will be released only to the victim, the victim's parent or legal guardian if the victim is under the age of eighteen, or to the victim's attorney if so designated by the victim or the child-victim's parent or legal guardian on the release form.

Dated: April 17, 2020.

BY THE COURT



James F. Hartmann
Chief Judge, 19th Judicial District

RELEASE AND WAIVER

Name of the Person Requesting Transcript: _____

Case Number of Transcript Request: _____

By signing below, I acknowledge that I am aware and understand that the court, as a criminal justice agency, would otherwise be required to delete my name or the child-victim's name from the transcript pursuant to C.R.S. § 24-72-304(4)(a) or C.R.S. § 24-72-304(4.5)(a), as the victim of the offense, to protect my privacy or the child-victim's privacy. I hereby authorize the court to prepare and provide me with a transcript of the court proceedings that does not have my name or my child's name deleted (an "un-redacted" copy). I further release court personnel and the shorthand reporter or transcriptionist, whether the shorthand reporter or transcriptionist is a court employee or retained by the court to prepare transcripts, from any and all future claims for damages resulting from the court providing me or my attorney, if so designated by me below, with an un-redacted copy of the transcript.

I hereby authorize the court to provide a copy of the un-redacted transcript to:

Me

My attorney or my child's attorney _____
(name and telephone number of attorney)

I affirm under penalty of law that I am the parent legal guardian of
_____ [please list the name(s) of child-victim(s)].

Signed: _____ Date _____

*****A person requesting preparation of a transcript is required to complete and submit a transcript request form in addition to this Release and Waiver Form. *****

TRANSCRIPT REQUEST FORM

Pursuant to Chief Justice Directive 2005-03

This transcript request form must be completed by any person requesting a transcript from any court proceeding whether reported stenographically or by electronic recording means. Upon completion of this **Transcript Request Form**, please follow established policies and procedures for each judicial district which outline instructions for ordering transcripts, tapes or digital recording disks.

This information is available on the Colorado Judicial website at <http://www.courts.state.co.us/>

For transcript requests in the Nineteenth Judicial District, Weld County,

e-mail the completed form to [Transcript Request Email Contact](#). (Click on link to generate email with contact information.)

Transcript Rates

Ordinary Rate (State Paid)

Within 30 days or per
C.A.R. 11(a)&(d)

Original Price/page \$3.00
Copy to Party Price/page \$.00
Add'l Copy to Non-Party Price/page \$.75

Expedited Rate (within 10 days)

Original Price/page \$3.75
Copy to Party Price/page \$.75
Add'l Copy to Non-Party
Price/page \$.75

Ordinary Rate (Private Paid)

Within 30 days or per
C.A.R. 11(a)&(d)

Original Price/page \$3.00
Copy to Party Price/page \$.75
Add'l Copy to Non-Party Price/page \$.75

Hourly Rate (within 2 hours of adjournment)

Original Price/page \$6.25
Copy to Party price/page \$1.25
Add'l Copy to Non-Party
Price/page \$1.25

Daily Rate

Following adjournment & prior
to normal opening hour of
court the following morning

Original Price per page \$5.25
Copy to party Price per page \$1.00
Add'l Copy to Non-Party Price/page \$1.00

Transcripts will not be started and the time limits stated for delivery of transcripts will not commence until satisfactory payment arrangements are made for required fees. To avoid any disputes as to dates or payment, a dated receipt for payment shall be provided to requester. The rates listed above are subject to change through amendments to CJD 05-03 by the Colorado Supreme Court.

ORDERING PARTY INFORMATION

1. Full Name	2. Phone Number	3. Email Address	
4. Mailing Address	5. City	6. State	7. Zip Code

TRANSCRIPT INFORMATION

8. Case No.	9. Case Caption (i.e. People v. John Doe)	10. County Weld	
11. Judicial Officer/Division	12a. Order For <input type="checkbox"/> Appeal - 50 <input type="checkbox"/> Motions - 51 <input type="checkbox"/> PH - 54 56 -Other <input type="checkbox"/>		
12b. Transcript Requested (Specify portion(s) and date(s) of proceeding(s) requested)			
Portion(s)	Date(s)/Time(s)	Portion(s)	Date(s)
<input type="checkbox"/> Entire Proceedings		<input type="checkbox"/> Testimony (Specify Witness)	
<input type="checkbox"/> Jury Voir Dire			
<input type="checkbox"/> Opening Statements			
<input type="checkbox"/> Closing Arguments		<input type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Jury Instructions			
<input type="checkbox"/> Judge's Ruling			

ORDERING INFORMATION

13. Date of Request	14. Rate Category: <input type="checkbox"/> Ordinary (State Pd.) <input type="checkbox"/> Expedited <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Ordinary (Private Pd.) Date Needed:		
15. Orig. + Copies (Specy #) + = Disk: E-mail:	16. Certification(By signing below, I certify our office will pay all charges.) (Signature) (Date)		

FOR COURT USE ONLY

Date of Request	Transcript To Be Prepared By (Name of Court Rpt/ERO)	Date Court Rptr/ERO Contacted	
Notice of Estimate to Ordering Party Date # of pages	Date of Deposit/Satisfactory Payment Arrangements	Deposit Paid \$	Bal Pd/Refund \$
Date Transcript Mailed/Delivered	I certify that the preparation of this transcript is in compliance with the fee & format prescribed by CJD 05-03. Reporter/ERO Signature Date		