

District Court, Weld County, State of Colorado Court Address: 901 9 <sup>th</sup> Avenue, Greeley, CO 80631 Mailing Address: P.O. Box 2038, Greeley, CO 80632-2038	<p style="text-align: center;"><b>▲ COURT USE ONLY ▲</b></p> Case No.: 2019 CV 01 Division: 1
<b>ADMINISTRATIVE ORDER NO. 2019-03</b> <b>(Replaces A.O. 03-05)</b>	
<b>COURT REPORTER USE POLICY FOR THE DISTRICT COURT</b>	

Pursuant to Chief Justice Directive 05-03 (“CJD 05-03”), an accurate record of all court proceedings is an essential requirement of due process of law and required by the Colorado Constitution, article VI and article II, section 25. The preferred method of making a record is through a realtime certified court reporter, but each courtroom in the 19<sup>th</sup> Judicial District is equipped with For The Record (“FTR”) audio recording equipment, which is also an accepted method of recording court proceedings.

Under CJD 05-03, the chief judge of the judicial district is responsible for determining which methods of recording court proceedings are to be used based upon current economic issues, availability of reporters, and other relevant factors.

There are presently ten district court judges assigned to the 19<sup>th</sup> Judicial District with an eleventh judge to be added after January 1, 2020. Five district judges are assigned to hear felony criminal matters. Presently there are three court reporters in the 19<sup>th</sup> Judicial District and we are actively seeking to hire two additional court reporters. Many other judicial districts in Colorado have openings for court reporters, too, and this makes recruiting qualified court reporters challenging.

The court, in an effort to provide the highest quality of service when the number of court reporters employed by the district is less than the number of district court judges, establishes the following priority for the use of available court reporters:

Priorities are not an attempt to make a statement as to which cases are “more important” or “more significant.” It is clearly understood that all cases are very important to the litigants and to the court. The priority list is based on the likelihood of

appeals, time constraints, impact on the community, and availability of resources. The court has also considered the need for court reporters to timely complete transcripts when issuing this order. Administrative Order 2019-03 replaces Administrative Order 03-05.

First, it is imperative that all the judges work collaboratively to share the time of all available court reporters in accordance with the priorities established below. Second, the priority list is subject to exceptions only upon approval of the chief judge. If a judge seeks an exception to the priority list, she or he must receive prior approval from the chief judge.

Priorities of assignment of court reporters employed by the 19<sup>th</sup> Judicial District, subject to availability of a court reporter, for cases heard by district court judges shall be as follows:

1. Trials and motions hearings for class 1 felonies, other than DF-1;
2. Preliminary/proof evident-presumption great hearings for class 1 felonies, other than DF-1;
3. Criminal jury trials with mandatory prison penalties;
4. Criminal/ juvenile delinquency jury trials involving child victims;
5. Criminal/ juvenile delinquency jury trials – class 4 felonies and above;
6. Criminal/juvenile delinquency jury trials – class 5 and 6 felonies;
7. Criminal motions hearings;
8. Criminal preliminary hearings;
9. Other appearances for class 1 felonies, other than DF-1;
10. All other cases, as arranged through and assigned by the chief judge.

The district judges assigned to the criminal divisions and court reporters will regularly confer and decide the matters to be covered by the available reporters based on these priorities. If a court reporter is not available to assist with a matter included in this priority list, the judge presiding over the matter has the discretion to use the FTR to make a record of the proceeding.

Finally, any litigant can arrange to provide a reporter if a court employed reporter is not available. The litigants must notify the divisions in a timely manner so that accommodations can be made for the outside reporters. The use of outside court reporters will be governed by the district protocol on the use of outside reporters.

Dated: August 13, 2019

  
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James F. Hartmann  
Chief Judge, 19<sup>th</sup> Judicial District