



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 06-102

SUBJECT: Rule 16.2 Procedures – Applicable in Domestic Relations Cases

To: Twentieth Judicial District Judicial Officers, District Administrator, Clerk of Court, Court Staff and Attorneys

From: Roxanne Bailin DATE: March 22, 2007
Chief Judge, 20th Judicial District

1. The court judicial assistant (formerly division clerk) of the division to which the case is assigned shall call or email the parties or their counsel with potential Initial Conference dates within five calendar days of receiving the file from the Clerk's Office. The court judicial assistant shall enter a computer "tickle" for five days after the call or email in order to address the setting in the event that there has been no response to the initial telephone call or email. The court judicial assistant shall enter another computer "tickle" for five days after the second call or email. If there is no response to the second call or email within five days, the court judicial assistant shall set a date for the Initial Conference and inform the parties. The court judicial assistant must offer and the parties must accept a date within 40 days of filing unless the judicial officer or Family Court Facilitator allows the matter to be set later upon request of a party. Initial conferences in Division M or with the Family Court Facilitator are set without consultation with parties as to settings.
2. If both parties are represented by counsel, counsel may submit a stipulated case management order signed by counsel and the parties. Counsel shall also exchange mandatory disclosures and file a certificate of compliance. If a stipulated case management plan and a certificate of compliance have been filed, the parties do not need to appear at the Initial Conference. If the Initial Conference date is vacated, the court judicial assistant shall promptly call the parties to set a final orders date.
3. Initial Conferences may be held by telephone at the discretion of the person presiding over the Initial Conference. Requests for telephone appearances must be made by telephone at least two days before the Initial Conference.
4. If a case is set before the Family Court Facilitator and one or more attorneys enter their appearances, the Initial Conference will be reset before the judge of the division to which the case has been assigned.

5. If a case is set before the domestic relations magistrate and one or more attorneys enter their appearances, the Initial Conference shall remain with the magistrate.
6. Written motions are not allowed unless provided by rule or by order of the Court. A party may request permission to file a particular written motion and such request can be approved at the Initial Conference. If so, it will be entered on the Initial Conference order and signed by the judicial officer. If the Initial Conference is held with the Family Court Facilitator, she will obtain the signature of a judicial officer. At times other than at the Initial Conference, a party must request permission by telephone to file a written motion each time they wish to file a written motion. Judicial officers will not issue blanket orders to file written motions. Authorized motions must contain certification from the attorney or filing party that the filing of said motion has been authorized. Unauthorized motions may be rejected at the discretion of the judicial officer.
7. A final orders date will be provided at the Initial Conference (unless the Initial Conference has been vacated. See Paragraph 2).
8. The Initial Conference order will be dated and signed and e-filed to the parties. The division to which the case is assigned shall also e-file a domestic relations setting order to the parties. Notes of Initial Conferences conducted by FCF shall be e-filed by the Division Clerk in the division to which the case is assigned.
9. If the parties are certain at the Initial Conference that they will need a temporary orders date, the judicial officer or Family Court Facilitator will provide a date for temporary orders. If the orders requested are related to children or matters not including maintenance and child support, the matter will be set before a judge. If the orders requested are related to maintenance or child support, the matter will be set before the domestic relations magistrate. In cases requiring a hearing both before a judge and a magistrate, effort should be made to coordinate both hearings on Friday mornings.
10. If the parties are uncertain at the Initial Conference whether they will need a temporary orders date, they will be provided with a final orders date and directed to call the court judicial assistant in the appropriate division if they need a temporary orders date. Temporary orders hearings will be set only *after* an Initial Conference has taken place. The parties may also choose to set a second conference rather than a temporary orders hearing.
11. The parties may request a second conference date. This request may be made at the Initial Conference or later by telephone.
12. If either party believes that he or she needs an expedited hearing, that party shall call the court judicial assistant in the division to which the case has been assigned. The judge may 1) set an emergency Initial Conference or 2) set an immediate Telephone Conference. The judge will then decide whether a formal hearing is necessary. A written motion for expedited hearing may not be filed unless a judge has previously entered an order allowing a written motion for expedited hearing to be filed

13. If either party desires the court's intervention for any matter, that party shall call the court judicial assistant of the division to which the case is assigned and request assistance. The court judicial assistant will set 1) an immediate Hearing or 2) a Telephone Conference.
14. The Clerk's Office shall send all pre-decree domestic relations discovery requests or disputes to the judge of the division to which the case has been assigned. The judge will choose to handle the matter by Telephone Conference or Hearing or may refer the matter to the district court discovery magistrate. The magistrate will not entertain any request for Telephone Conference or Hearing made directly to her by parties or their counsel; all matters must be referred to her by the judge. When making the referral to the discovery magistrate, the judge shall clearly indicate on the file that he or she is referring the case to the discovery magistrate so that it is clear to the magistrate that the case came from the judge. Court judicial assistants may not themselves make the referral to the magistrate.
15. All post-trial motions shall be in writing. Within 45 days of the date of a post- decree motion or motion to modify is filed, the court shall review the matter and determine whether the case will be decided on the pleadings, set for a status conference on the telephone or in person, or set for hearing. Mediation may be required before a hearing is set or before the hearing is held. Parties, if they are representing themselves, or counsel may also call the court judicial assistant in the appropriate division to request a status conference to discuss discovery or other preliminary matters.

Roxanne Bailin

Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District