



Twentieth Judicial District of Colorado

P.O. Box 4249
Boulder, CO 80306-4249

Boulder Procedure for Civil Returns:

We have decided to keep the below process in place that we implemented in July of 2020. The past attendance shows us that very few defendants appear for this docket.

1. **The attorneys will not be required to appear.**
2. Tuesday prior to the Wednesday Boulder Civil Return Docket, the Court Clerk will email the Docket and the PPJ Docket to all attorneys.
3. On Wednesday afternoon, the attorneys will be available for the Civil Return Dockets via phone, beginning at 1:30 p.m. to 2:00 p.m.
4. If Defendant(s) appear, they will be directed to the clerk's office window 4, where the Civil Clerk will advise the Defendant of their options:
 - a. Call the attorney directly, using their cell phone, to try and work out a stipulation on their case.
 - b. If a stipulation is reached the attorney will prepare the stipulation, obtain signatures, and electronically file with the court within 7 days.
 - c. If the parties cannot reach a stipulation or agreement for a continuance in the matter, the Defendant will be required to file an answer with the court that day by 3:00 pm.
 - d. The Court Clerk will upload the answer and communicate with counsel immediately if any answers are filed with the court that day.
5. Once the Return Docket is completed, the attorneys will complete the PPJ docket with any stipulations, alias summons; requests for default judgments; continuances; etc. and email their completed PPJ dockets back to the Court Clerk, the same clerk that provided the docket, by 5:00 pm on that Wednesday for processing.
6. The Court Clerk will process the information from the returned PPJs.
Note: We will enter any Default Judgments requested by the attorneys only if the Court has received proof of proper service.
 - a. The Clerk will communicate with counsel if there are any questions or concerns.
7. On all money cases where an answer is filed, a Mandatory Mediation Order will enter, and the case is set for a virtual mediation with our volunteer mediators or private mediation.
 - a. The Attorney will indicate with the Court Clerk if they would like to set the mediation with the Boulder's Mediation program or private mediation.
 - b. All private mediations costs are the responsibility of the parties.
 - c. If the Defendants do not cooperate with mediation the Attorney will notify the court.

Thank you all for working with the Court to work out a new normal during this time. Please communicate with us regarding any concerns or ideas to make this process work.

Thank you again,

Marizela Cano
Boulder Clerk of Court