

RULE CHANGE 2019(12)
COLORADO RULES OF CRIMINAL PROCEDURE

Rule 55. Records

(a) Register of actions (criminal docket). The clerk shall keep a record known as the register of actions and shall enter ~~therein~~ those items set forth below. The register of actions may be in any ~~of the following forms or styles:~~ form or style prescribed by Chief Justice Directive or approved by the State Court Administrator.

~~(1) A page, sheet, or printed form in a book, case jacket, or separate file, or the cover of the case jacket for county court cases.~~

~~(2) A microfilm roll, film jacket, or microfiche card.~~

~~(3) Computer magnetic tape or magnetic disc storage, where the register of actions items appear on the terminal screen, or on a paper print-out of the screen display.~~

~~(4) Any other form or style prescribed by supreme court directive.~~

A register of actions shall be prepared for each case ~~or matter~~ filed. The file number of each case ~~or matter~~ shall be ~~not~~ entered in the court case management system on every page, jacket cover, film, or computer record whereon the first and all subsequent entries of actions are made. All ~~papers~~ documents filed with the clerk, all process issued and returns made thereon, all costs, appearances, orders, verdicts, and judgments shall be noted chronologically in the register of actions. These ~~notations~~ entries shall be brief but shall show the date and title ~~nature~~ of each document ~~paper~~ filed, order or writ issued, data transfer submitted or received, and the substance of each order or judgment of the court and ~~of the~~ returns showing execution of process. The notation of an order or judgment shall show the date the notation is made. The notation of the judgment in the register of actions shall constitute the entry of judgment. ~~When trial by jury has been demanded or ordered, the clerk shall enter the word jury on the page, jacket cover, film, or computer record assigned to that action.~~

(b) [No Changes]

(c) Indices; Calendars. The clerk shall keep ~~suitable~~ indices of all records, ~~as directed by the court.~~ The clerk shall also keep as directed by the court, calendars of all hearings and all cases ready for trial, which shall distinguish trials to a jury from trials to the court. Indices and calendars may be in any ~~of the following forms or styles:~~ form or style prescribed by Chief Justice Directive or approved by the State Court Administrator.

~~(1) A page or sheet in a book or separate file.~~

~~(2) A mechanical or hand-operated index machine or card file.~~

~~(3) Computer magnetic tape or magnetic storage, where the information appears on the terminal screen, or on a print-out of the screen display.~~

~~(4) Microfilm copies of (1), (2), and (3) above.~~

~~(5) Any other form or style prescribed by supreme court directive.~~

~~(d) **Files.** [Repealed effective June 6, 2019.](#) All papers filed in a case shall be filed in a separate file folder except that "Summons and Complaint" documents may be filed otherwise but only as may be authorized by the Supreme Court.~~

(e) [No Changes]

~~(f) **Retention and Disposition of Records.** The clerk shall retain and dispose of all court records, including those created under Rule 55(b) prior to its repeal, in accordance with instructions provided in accordance with the [Colorado Judicial Department's records retention manual](#), manual entitled, Colorado judicial department, records management.~~

Rule 55. Records

(a) Register of actions (criminal docket). The clerk shall keep a record known as the register of actions and shall enter those items set forth below. The register of actions may be in any form or style prescribed by Chief Justice Directive or approved by the State Court Administrator.

A register of actions shall be prepared for each case filed. The file number of each case shall be entered in the court case management system. All documents filed with the clerk, all process issued and returns made thereon, all costs, appearances, orders, verdicts, and judgments shall be noted chronologically in the register of actions. The entries shall be brief but shall show the date and title of each document filed, order or writ issued, data transfer submitted or received, and the substance of each order or judgment of the court and the returns showing execution of process. The notation of an order or judgment shall show the date the notation is made. The notation of the judgment in the register of actions shall constitute the entry of judgment.

(b) [No Changes]

(c) Indices; Calendars. The clerk shall keep indices of all records. The clerk shall also keep as directed by the court, calendars of all hearings and all cases ready for trial, which shall distinguish trials to a jury from trials to the court. Indices and calendars may be in any form or style prescribed by Chief Justice Directive or approved by the State Court Administrator.

(d) Files. Repealed effective June 6, 2019.

(e) [No Changes]

(f) Retention and Disposition of Records. The clerk shall retain and dispose of all court records in accordance with the Colorado Judicial Department's records retention manual.

Amended and Adopted by the Court, En Banc, June 6, 2019, effective immediately.

By the Court:

**Carlos A. Samour, Jr.
Justice, Colorado Supreme Court**