

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 supreme court directive, order 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 complete title of each document filed, order or writ issued, and data transfer submitted or received. 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.

**(b) Criminal Record.** Repealed effective September 4, 1974.

**(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 supreme court directive or order or approved by the State Court Administrator.

**(e) Reporter's Notes; Custody, Use, Ownership, Retention.** For proceedings in district court, the practice and procedure concerning court reporter notes and electronic or mechanical recordings shall be as prescribed in Chief Justice Directive 05-03, Management Plan for Court Reporting and Recording Services. For proceedings in county court, that practice and procedure shall be as prescribed in C.R.C.P. 380.

**(f) Retention and Disposition of Records.** The clerk shall retain and dispose of all court records in accordance with the manual entitled, Colorado Judicial Department Records Retention Manual.