

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:

~~(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 order or approved by the State Court Administrator.

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 complete title ~~nature~~ of each document ~~paper~~ filed, order or writ issued, and data transfer submitted or received, and if 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) Criminal Record. Repealed effective September 4, 1974.

(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:

~~(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 or order or approved by the State Court Administrator.

Commented [wc1]: These are obsolete forms of record maintenance and are no longer used in most court locations. If there are still records in ledger books or on microfilm or microfiche these would be a form that has been approved by the State Court Administrator.

Commented [wc2]: A Register of Action is created for a case an not for any single proceeding, not sure what "or matter" refers to.

Commented [wc3]: Same comment as above

Commented [wc4]: Judicial receives data transfers from outside agencies and transfer date to outside agencies that are not received or sent in document form, i.e. case initiation and charges information from District Attorneys and the Attorney General; Department of Human Services, receive and transfer to CBI – protection orders, warrants, dispositions, etc.

Commented [wc5]: See comment above.

~~(d) Files.~~ 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) 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, ~~including those created under Rule 55(b) prior to its repeal, in accordance with instructions provided in~~ [accordance with](#) the manual entitled, Colorado ~~j~~udicial ~~d~~epartment [Records Retention Manual](#). ~~records management.~~

Commented [wc6]: With electronic filing physical paper files are being converted into the case and document management systems.

Commented [wc7]: Updated (e) adopted by Court 2/14/2019.