

COUNTY COURT, EL PASO COUNTY, COLORADO El Paso County Judicial Building 270 S. Tejon Street, PO Box 2980 Colorado Springs, CO 80903 Telephone: 719.452.5000	
The People of the State of Colorado, vs. Defendant.	<p style="text-align: center;">▲ COURT USE ONLY ▲</p>
	Case #: Division: J Room: S206
AMENDED CRIMINAL CASE MANAGEMENT ORDER Revised 9/2024	

I. BASIC INFORMATION/PRETRIAL COURT PROCEEDINGS

- a. Division J of the El Paso County Court has a trailing criminal docket. As such, the Court sets more than one case at the same time.
- b. Please be on time for your Court appearance.
- c. Appearances in Division J will be in person unless prior authorization for a Webex/Virtual has been granted by the Court. Any party requesting to appear via Webex shall file a written motion with the Court and obtain permission in advance of the appearance date.
- d. The Court proceedings are being recorded and livestreamed unless otherwise indicated by the Court.
- e. In the event language interpreter services, including American Sign Language, or other ambulatory services are required that have not been identified please let the Court Judicial Assistant know.
- f. Children are not permitted in the Courtroom. Court Care, a free, on-site childcare center, is available for individuals appearing in Court.
- g. Please remove all hats, no food or drink is permitted in the Courtroom, and please silence all cellphones.

- h. The Court has a list of resources available for parties, that include application information about obtaining an attorney to represent you through the Colorado State Defender's Office.
- i. Absent specific requests by the parties, two (2) court appearances are provided to parties prior to a case being set for trial with the Court: Pretrial Conference and Dispositional Appearance. The purpose of the Dispositional Appearance is to tell the Court if there is an agreement or, in the alternative, that the matter needs to be set for trial.

II. DISCOVERY AND MOTIONS PRACTICE

- a. Unless otherwise ordered by the Court, parties are expected to comply with Colorado Rules of Criminal Procedure 16. With this expectation, there is *no* requirement to file discovery requests/motions falling within that rule.
- b. Any motions filed with the Court shall be made in writing, and sufficiently plead so that the facts and relief requested is clearly articulated. Parties are advised that "boiler-plate" motions may not be considered.
- c. Unless otherwise ordered by the Court, all substantive motions to suppress, motions challenging probable cause shall be filed no later than 22 days following the entry of not guilty plea. Any responses, if filed, should be provided within 22 days. Failure to comply with the Court's deadlines may be deemed waived absent good cause shown.
- d. Dates for motions hearings may not be provided absent from a written motion having been filed with the Court.
- e. Plea paperwork should be filed at least 48 hours in advance of an appearance for sentencing so that matters can proceed efficiently. This may not always be possible, however please keep in mind that the Court may not be able to access e-filed documents outside of that timeframe.
- f. Motions in Limine are required to be filed no later than seven (7) days prior to the pretrial readiness conference. Failure to comply with the Court's deadlines may be deemed waived absent good cause shown.
- g. Disclosure of expert opinion, reports, witnesses, theory of defense, affirmative defenses, and alibi shall be provided no later than 35 days prior to trial. Motions seeking the admission of evidence pursuant to C.R.E. 404(b) shall be filed no later than 35 days prior to trial. Motions requesting in person testimony of laboratory technicians shall be filed at least 14 days before trial pursuant to C.R.S. 16-3-309(5). Failure to comply with the Court's deadlines as may be deemed waived absent good cause shown.

III. TRIALS

- a. Division J conducts Jury Trials on Tuesdays and Thursdays. Parties must be present in Court no later than 8:15 a.m. unless otherwise advised. Court Trials are generally scheduled on Fridays, unless a Jury Trial is being held, and when requested and/or consented to by the prosecution.
- b. The Court will not accept pleas on the date of trial.
- c. Jurors are summoned to appear at 8:30 a.m. on the trial date. As such, the Court will not hear Motions in Limine on the morning of trial. An Omnibus conference may be scheduled in advance of the trial date at the request of the parties.
- d. Any pretrial issues not raised are deemed to have been waived.
- e. There will be *no* argument the day of trial regarding any matters that should have been raised on or before the pretrial readiness conference, including issues related to body-worn camera or 911 tapes.
- f. The Court orders that jury instructions be prepared and provided to defense counsel prior to the day of trial. Unless otherwise ordered, the deadline for jury instruction provision to defense counsel and filing with the court shall be no later than 5:00 pm two (2) business days before trial.
- g. Defense counsel must familiarize themselves with the current El Paso County Sheriffs Office, in advance of trial. This may require delivery of clothes prior to the scheduled jury trial.
- h. Witnesses must appear for their subpoenas no later than 10:00 a.m. for trials scheduled to occur at 8:30 a.m.
- i. An order of sequestration of witnesses will be in effect during the trial (VRA exception) C.R.E. 615, C.R.S. 24-4.1-302.5.
- j. Absent Court order or otherwise addressed, the parties will have 15 minutes for *voire dire* and 10 minutes for opening statements and closing arguments.
- k. Parties are encouraged to review the Fourth Judicial District Jury Trial Plan prior to trial.

SO ORDERED BY THE COURT,

/s/ Meredith Patrick Cord
County Court Judge Div. J

