

8<sup>th</sup> JUDICIAL  
DISTRICT COURT  
SETTING PROCEDURES BY DIVISION

## **Courtroom 1B**

Magistrate Jeffrey M. Schwartz

Clerk: Devyn 970-494-3540 and Bailey 970-494-3541

Notice to Set: Yes

Time/Days: Thursdays, 1:30pm

Requirements: **All DR Matters** – Settings are held most Thursdays at 1:30pm via telephone or Webex (please call the Clerk’s Office at 970-494-3500 for non-setting dates). Parties should select a mutually acceptable Thursdays and file a Notice to Set. Notices filed **within 7 days** of the requested setting date **will be rejected**. If more than one setting is noticed on the same day, parties shall wait on the line until their case number is called. If a party is represented by counsel, counsel is ordered to participate in the setting because the Magistrate conducts the setting and often will address other matters. Parties that do not participate in the setting are advised that the matter will be set in their absence.

Conference phone number: (720) 650-7664, Access code: 2595 553 2160, follow automated prompts

<https://judicial.webex.com/meet/D08-FTCN-Courtroom1B>

## **Courtroom 1C**

Magistrate Patrick Doak

Clerk: Carly 970-494-3643 and Bailey 970-494-3541

Notice to Set: Yes

Time/Days: Tuesday, 1:30pm

Requirements: Settings are held most Tuesday at 1:30pm, via telephone or Webex (please call the Clerk’s Office at 970-494-3500 for non-setting dates). Parties should select a mutually acceptable Tuesday and file a Notice to Set. Notices are filed **within 7 days** of requested setting date **will be rejected**. If more than one setting is noticed on the same day, parties shall wait on the line until their case is called. If a party is represented by counsel, counsel is ordered to participate in the setting because the Magistrate conducts the setting and often will address other matters. Parties that do not participate in the setting are advised that the matter will be set in their absences.

Conference phone number: (720) 650-7664, Access code: 2594 050 1008, follow automated prompts.

<https://judicial.webex.com/meet/d08-ftcn-courtroom1c>

## **Courtroom 2B**

Magistrate Kara Clark

Clerk: Lori 970-494-3570 and Jenny 970-494-3561

Notice to Set: Yes

Time/Days: Monday, 1:30pm

Requirements: The Court conducts all settings on Mondays between 1:30pm and 2:00pm. Parties

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should select a mutually acceptable Monday and file a Notice to Set. Notices filed within 7 days of the requested setting date will be rejected. If a party is represented by counsel, counsel is ordered to participate in the setting because the Magistrate conducts the settings and often will address other matters. The notice should include the phone numbers of all parties participating in the setting along with Courtroom 2B's WebEx information. **All settings are via WebEx.** Parties who do not participate in the setting are advised that the matter will be set in their absence. Conference phone number: (720) 650-7664, Access code: 2598 944 4991, follow automated prompts.

## **Courtroom 2C**

Magistrate Linda Connors

Clerk: Teresa 970-494-3640 and Bill 970-494-3641

Notice to Set: Yes

Time/Days: Friday, 1:15pm

Requirements: Settings will be held through the court's conference call provider. A Notice to Set must be filed with the Court at least 7 days prior to the setting. The phone number for the court and counsel/pro se parties to access the conference on the day of the setting is (720) 650-7664, and the participant access code is 920 846 622, follow automated prompts. If more than one setting is noticed in on the same day, parties shall wait on the line until their number is called. Parties that do not participate in the setting are advised that the matter will set in their absence. For trial settings only, the judge requires that counsel be available rather than an assistant.

Conference phone number: (720) 650-7664, Access code: 920 846 622, follow automated prompts.

## **Courtroom 3A**

Chief Judge Susan Blanco

Clerk: Amanda 970-494-3620 and Laurie 970-494-3621

Notice to Set: Yes

Time/Days: Monday and Wednesday, 1:15pm

Requirements: Settings will be held through the court's conference call provider. The phone number for the court and counsel/pro se parties to access the conference on the day of the setting is (720) 650-7664, and the participant code is 921 341 175, follow automated prompts. If more than one setting is noticed in on the same day, parties shall wait on the line until their number is called.

Parties that do not participate in the setting are advised that the matter will be set in their absence.

For trial settings only, the judge requires that counsel be available rather than an assistant.

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### **Courtroom 3B**

Judge Juan G. Villaseñor

Clerk: Diane 970-494-3610

Notice to Set: Yes

Time/Days: Tuesday and Wednesday, 1:00pm

Requirements: A notice to set must be filed with the Court at least 7 days prior to the setting. Settings are held through the Court's conference call provider. The phone number for the Court and counsel/pro se parties to access the conference on the day of the setting is (720) 650-7664, and the participant access code is 922 852 922, follow automated prompts. If more than one setting is noticed in on the same day, parties shall wait on the line until their case number is called. Parties who do not participate in the setting are advised that the matter will be set in their absence.

### **Courtroom 3C**

Judge Joseph D. Findley

Clerk: Liane 970-494-3601

Notice to Set: Yes

Time/Days: **Civil Settings:** Monday and Wednesday, 1:15pm

**JV Settings:** Tuesday, 8:15am and 8:30am

Requirements: A notice to set must be filed at least 14 days prior to the setting. All parties are to participate in the setting. For the trial settings, counsel must participate in the setting. For all other settings, counsel or an assistant with setting authority are to be available. Parties that do not participate in the setting are advised that the matter will be set in their absence.

Settings are held through WebEx. The phone number for the Court and counsel/pro se parties to access the conference on the day of the settings is (720) 650-7664, and the participant access code is 2593 718 4330, follow the automated prompts. If more than one setting is noticed in on the same day, parties shall wait on the line until their case number is called.

### **Courtroom 4A**

Judge C. Michelle Brinegar

Clerk: Christie 970-494-3700

Notice to Set: Yes

Time/Days: Monday and Wednesday, 1:15pm

Requirements: For all settings, the moving party shall file a Notice to Set, which includes the date and time of the setting, together with the Court's conference dial-in number and access code (as set out below). Minimum notice of seven (7) business days is required. For any matter requiring shorter notice, setting party is instructed to contact Division Staff to pre-clear a setting date.

Settings are held through the Court's conference call provider. The telephone number for counsel/pro se parties to access the conference on the day of the setting is (720) 650-7664, and the participant access code is 921 506 804, follow automated prompts. Counsel or an assistant with

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setting authority shall appear in person, or by telephone. If more than one setting is noticed for the same day, counsel/pro se parties shall remain on the line until their case number is called. Parties that do not participate in the setting are advised that the matter will be set in their absence.

## **Courtroom 4B**

Judge Daniel M. McDonald

Clerk: Jemima 970-494-3710

Notice to Set: Yes

Time/Days: Wednesday, 1:15pm

Requirements: Minimum notice of fourteen (14) business days required. Settings are held through the Court's conference call provider. The phone number for the Court and counsel/pro se parties to access the conference on the day of the setting is (720) 650-7664, and the participant access code is 927 882 441, follow automated prompts. If more than one setting is noticed in on the same day, parties shall wait on the line until their case number is called. Parties that do not participate in the setting are advised that the matter will be set in their absence.

## **Courtroom 4C**

Judge Laurie K. Dean

Clerk: Mary 970-494-3720

Notice to Set: Yes

Time/Days: **For Domestic Relations cases only:** Wednesday, 1:15pm

**For District Court Civil cases only:** Tuesday, 1:15pm

Requirements: Settings will be held through the court's conference call provider. The phone number for the court and counsel/pro se parties to access the conference on the day of the setting is (720) 650-7664, and the participant access code is 922 345 411, follow automated prompts. If more than one setting is noticed in on the same day, parties shall wait on the line until their number is called. Parties that do not participate in the setting are advised that the matter will be set in their absence. If a party is represented by counsel, the judge requests that counsel be available rather than an assistant.

## **Courtroom 5A**

Judge Stephen J. Jouard

Clerk: Mary 970-494-3800

Notice to Set: No

Requirements: To set any hearing, including case management conferences, discovery hearings, etc., parties should contact the clerk at 970-494-3800 to obtain dates. After clearing a date with all parties, counsel should call the clerk back to reserve the date/time that was convenient for all parties.

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## **Courtroom 5B**

Judge Gregory M. Lammons

Clerk: Alyson 970-494-3810

Notice to Set: Yes

Times/Days: Tuesday and Wednesday, 1:15pm

Requirements: Clerk will initiate the call. Counsel or assistant with setting authority may appear in person or by telephone. The Notice to Set shall include the telephone numbers (including any extensions) of all parties to be contacted for the setting. For trial settings the Judge requires counsel to be available rather than an assistant. If all parties are not available, the matter will be set in their absence. If more than one setting is noticed in on the same day, counsel should be advised that the call may be made later than 1:15pm to accommodate all settings.

If there are numerous attorneys/parties involved with the setting, the Court appreciates parties arranging a telephone conference for the setting. The responsible party shall provide the following call-in information in their notice to set: Dial-in number is (720) 650-7664, Participant Access Code: 929 865 937, follow automated prompts.

## **Courtroom 5C**

Judge Sarah B. Cure

Clerk: Donna 970-494-3820

Notice to Set: Yes

Time/Days: Wednesday, 1:15pm

Requirements: Settings will be held through the court's conference call provider. The phone number for the court and the counsel/pro se parties to access the conference on the day of the setting is (720) 650-7664, and the participant access code is 145 979 4829, follow automated prompts. If more than one setting is noticed in on the same day, parties shall wait on the line until their number is called. Parties that do not participate in the setting are advised that their matter will be set in their absence. For trial settings only, the judge requires that counsel be available rather than an assistant.