

SEVENTH JUDICIAL DISTRICT  
STATE OF COLORADO

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ADMINISTRATIVE ORDER 2005-04 CASE ASSIGNMENTS

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In accordance with Chief Justice Directive 95-01, as amended, the Chief Judge has the authority to assign district and county court cases to courts or divisions within the courts and may delegate the assignment power. According, the following guidelines are established:

- i. The District Court cases and caseload shall be reviewed periodically so that the distribution of the cases is done on a fair and consistent manner. The District Administrator shall provide the case assignments based on the current weighted caseload formula as developed by the State Court Administrator. From this the Chief Judges, in consultation with the District Judges and District Court Magistrate(s), will determine the caseload division. This new division of the cases will be published and or made available to Judges, Clerks of Court and other staff by the District Administrator in accordance with the latest decisions of the Chief Judge.
- ii. All case filed in the various counties or county court locations of the Seventh Judicial District shall be assigned to the county judge appointed for the specific county or location.
- iii. If a conflict arises in the assignment of a case to a District Judge these should be referred to the District Administrator for assignment of a different judge or request for a senior judge. If a conflict arises for a Magistrate, this case should be referred to the appropriate District Judges. If a conflict arises in a county court case the County Judge who assigned to that County as the conflicts judge by standard order shall be assigned to the case and shall be contacted by the court for further action. If the conflicts judge can not do the case, the County Judge shall contact the District Administrator for assignment of another judge or request for assignment of a senior judge.
- iv. The District Administrator is appointed to make assignments to cases where conflicts arise or for the efficient administration of justice is at issue. This would include requesting a senior judge assignment as may be appropriate.

Each District Judge, County Judge or Magistrate shall establish case management and case processing procedures that comply with the standards set forth by the Seventh Judicial District and Judicial Branch.

Done this 31<sup>st</sup> day of August 2005.

  
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J. Steven Patrick, Chief Judge