



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 24-103

SUBJECT: Priority Policy for the Use of Court Reporters or Digital Audio Recordings in Proceedings before the 20th Judicial District

To: Twentieth Judicial District Judicial Officers, Court Executive, Clerk of Court, Probation Staff, Court Staff, Community Justice Services, Public Defender, District Attorney and Boulder County Bar Association

From: Ingrid S. Bakke
Chief Judge

DATE: October 21, 2024

Under the authority granted to chief judges pursuant to Chief Justice Directive (“CJD”) 05-03, the Chief Judge of the Twentieth Judicial District adopts the following priority policy regarding the reporting of proceedings by court reporters or by digital audio recording.

In adopting this policy, the Chief Judge considered factors required under CJD 05-03. The CJD requires the chief judge of each judicial district to “determine which methods of preserving court proceedings are to be used based upon current economic issues, availability of reporters, and other relevant factors.” Having considered current economic issues, the availability of court reporters, the current demands on court reporters, and the finite resources available in this judicial district, the Court FINDS the following priority policy is in this judicial district’s best interests. Accordingly, the Court ORDERS that this priority policy shall apply to all proceedings, unless court reporter coverage is required by law or otherwise approved by the Chief Judge.

F1 Criminal Matters

All district court criminal class one (F1) jury trial proceedings shall be reported by a court reporter. Pursuant to CJD 05-03, the court reporter shall be at a minimum a Registered Professional Reporter (RPR).

Non-F1 Criminal Matters

Requests for court reporter assignments by parties for all other district court criminal cases will be considered on a case-by-case basis. The Chief Judge will render a decision after considering relevant factors, including the complexity of the case, the position of the presiding judge, the availability of court reporters, and the state of the district budget. If the Chief Judge does not approve the assignment of a court reporter to a case, the proceedings will be recorded by digital audio recording provided by the court (currently, the 20th Judicial District utilizes “For The Record” (“FTR”) recording).

All Non-Criminal Matters

All other case classes and types of proceedings shall either be reported by a court reporter provided by the parties pursuant to Administrative Order 20-114, Freelance Court Reporters, or recorded by the court's digital recording.

A handwritten signature in black ink, appearing to read 'Ingrid S. Bakke', written in a cursive style.

Hon. Ingrid S. Bakke
Chief Judge
Twentieth Judicial District