



EL PASO AND TELLER COUNTY COMBINED COURTS
FOURTH JUDICIAL DISTRICT, STATE OF COLORADO

CHIEF JUDGE ORDER 2025-01

RE: JUDICIAL OFFICER AND NON-PARTY REQUESTS REGARDING TRANSCRIPTS OF PROCEEDINGS

CJD 05-03 governs management plans for Court Reporting and Recording Services generally. This CJO 2024-08 shall supplement CJD 05-03 to further address requests made by judicial officers and non-parties in the Fourth Judicial District regarding transcripts of proceedings.

If a judicial officer requests a transcript of a proceeding or if a judicial officer requests that a transcript be paid for by the state, the clerk's office shall direct such requests to the Chief Judge for review and approval.

A non-party to a case may request a transcript of proceedings by filing a motion in the case at issue and the judicial officer presiding over the proceedings shall rule on the motion. Once the judicial officer has ruled on the motion, the division clerk shall forward a copy of the court's order to the clerk of court inbox. If the presiding judicial officer has granted the request (either in whole or in part) then, pursuant to CJD 05-03, the motion and court order shall be forwarded to the court executive or chief judge prior to the court reporter agreeing to furnish a copy.

SO ORDERED, this 14th day of January, 2025.

Erin L. Sokol, Chief Judge