



ADMINISTRATIVE ORDER
STATE OF COLORADO
EIGHTH JUDICIAL DISTRICT

ORDER TO ALLOW VOLUNTEER MEDIATORS
LIMITED ACCESS TO FED FILES

ORDER 2025-02

This Administrative Order is established to develop procedures permitting court-approved volunteer mediators to access Forcible Entry and Detainer (FED) case files for the limited purpose of preparing for and conducting mediations in landlord-tenant cases. The Court finds that the orderly administration of justice, judicial efficiency, and the interests of the parties are best served by encouraging voluntary resolution of disputes through mediation.

Many parties appearing in FED proceedings are self-represented, and the cost and complexity of litigation often pose significant barriers to resolution. Mediation offers an opportunity for parties to resolve their disputes in a timely and cost-effective manner, often preserving housing arrangements and promoting mutually agreeable outcomes. In furtherance of this goal, the Court has established a volunteer mediation program, consisting of trained and vetted mediators who serve without compensation.

To fulfill their ethical obligations, including performing conflict-of-interest checks and preparing for mediation in a meaningful way, mediators must have access to the relevant case materials. This access is necessary to understand the issues in dispute and to provide an efficient and informed mediation process. Without access to these materials, mediators are unable to properly assess the case and assist the parties in reaching resolution.

Accordingly, pursuant to the Court's authority to manage its operations and promote access to justice, IT IS HEREBY ORDERED:

1. Court-approved volunteer mediators assigned to FED matters through the Court's mediation program shall be granted access to FED case files, including electronic and physical case records, for the limited purpose of preparing for and conducting mediation. This access shall be restricted to cases to which the mediator has been specifically assigned by the Court or its Mediation Coordinator.
2. Mediators granted access under this Order must be approved through the Court's mediation program, must have completed a required training in landlord-tenant law, and must be in good standing with the program.
3. All mediators shall maintain the confidentiality of any case information they access and shall not disclose or use the information for any purpose outside of their role in the assigned mediation. No mediator shall retain, reproduce, or disseminate any case documents beyond what is necessary for the mediation process.
4. Mediators are not authorized to access sealed or confidential records unless expressly permitted by further order of the Court. Mediators shall not provide legal advice to any party.

5. The Clerk of Court is directed to implement procedures to ensure timely and secure access to the necessary case materials for mediators assigned to FED cases, consistent with this Administrative Order.

The Court finds the use of volunteer mediators in this capacity promotes judicial economy, provides a no-cost alternative for litigants, and enhances the fair and efficient resolution of landlord-tenant disputes. This policy supports public trust in the court system and furthers the goal of meaningful access to justice.

This Order shall take effect immediately and remain in force unless modified or rescinded by further order of the Court.

SO ORDERED this 30th day of June, 2025.

A handwritten signature in cursive script that reads "S. Blanco". The signature is written in black ink on a white background.

Susan Blanco
Chief Judge, Eighth Judic