



**TWENTY-FIRST JUDICIAL DISTRICT
ADMINISTRATIVE ORDER OF THE CHIEF JUDGE 2025-02
CASE ASSIGNMENTS FOR DISTRICT COURT JUDGES
(SUPERSEDES ADMINISTRATIVE ORDER 2024-04)**

Chief Justice Directive (CJD) 95-01 was amended in January 2025 to ensure that chief judges have adequate time to discharge administrative responsibilities. As set forth in CJD 95-01, it is the expectation of the Chief Justice that chief judges assume a reduced docket consistent with the needs of the district. Taking into consideration district court weighted caseload studies, the expected docket reduction for the chief judge in our district is 40% but may vary based on the needs of the district.

Having considered the expectations of the Chief Justice, as well as the needs of our district, the district judges met and reached a consensus regarding the assignment of new district court cases in our district that is expected to gradually reduce the chief judge's docket to approximately 67%. With the goal of serving the public as best as possible regarding all case types and consistent with the consensus reached by the district judges, **commencing on October 10, 2025**, I order the following:

1. In November 2022, all cases that were previously assigned to Division 5, including closed cases, were reassigned to Division 10. All cases that were previously assigned to Division 10, including closed cases, were reassigned to Division 5. Due to the nature of the bulk data transfer that was used to reassign the cases and that it is possible that some cases should have been but were not reassigned as described above, upon discovery, cases that were not reassigned from Division 5 to Division 10 and from Division 10 to Division 5 during the bulk data transfer shall be reassigned as described above.
2. The district judges will be assigned to the divisions/courtrooms as follows: Judge Chaffin (Division 5/Courtroom 5); Judge Larson (Division 8/Courtroom 8); Judge Barrett (Division 9/Courtroom 9); Judge Lawrence (Division 10/Courtroom 10); Chief Judge Flynn (Division 11/Courtroom 11) and Judge Henderson (Division 12/Courtroom 12). All cases currently assigned to Divisions 5, 8, 9, 10, 11, and 12, except as described above or below, shall remain as they are currently assigned.
3. New felony criminal cases where it is alleged that the defendant caused the death of another person shall be individually assigned by the Chief Judge. Furthermore, if a defendant has had a prior CR case, the CR desk shall assign the new case to the same division that presided over the defendant's prior case. Furthermore, the CR desk shall assign co-defendants to the same division but if the number of co-defendants is


greater than five, the cases shall be assigned by the Chief Judge. If co-defendants have prior CR cases with different divisions, the Chief Judge shall assign the cases.

4. New felony criminal cases (CR cases), except for cases described in Paragraph 3 above, shall be assigned by the CR desk as follows: 10% to Division 11 and the remainder to Divisions 5, 9, 10, and 12 on a rotating but equal basis. Furthermore, the division to which officer-initiated felony summons are being received shall receive credit for such cases in the rotating assignment process. The CR desk shall maintain a spreadsheet to ensure that the cases are assigned as required.
5. If the CR desk erroneously fails to assign a CR case as required and there are no allegations that the defendant caused the death of another person, the district judge to whom the new case was erroneously assigned may confer with the district judge to whom the case should have been assigned. If the two district judges agree, the case may be reassigned to the district judge to whom the case should have been assigned.
6. New civil cases (CV), except for proceedings brought pursuant to C.R.C.P. 120 and appeals of county court matters, shall be assigned to Divisions 5, 9, 10, 11, and 12 on an equal but rotating basis with each of these five divisions receiving one-fifth of the new cases.
7. New dependency and neglect cases (JV) shall be assigned to Divisions 5, 9, 10, 11, and 12 on an equal but rotating basis with each of these five divisions receiving one-fifth of the new cases. Unless otherwise ordered by the district judge who is assigned to the case, a magistrate will preside over all matters allowed by law. Magistrate reviews, as well as other matters over which the magistrate lacks authority to preside over in such cases, shall be presided over by the district judge who is assigned to the case.
8. New domestic relations cases (DR) shall be assigned to Divisions 5, 9, 10, 11, and 12 on an equal but rotating basis with each of these five divisions receiving one-fifth of the new cases. Unless otherwise ordered by the district judge who is assigned to the case, a magistrate will preside over all matters allowed by law. Magistrate reviews, as well as other matters over which the magistrate lacks authority to preside over in such cases, shall be presided over by the district judge who is assigned to the case.
9. Magistrate reviews of the magistrate presiding in Division 6 shall be presided over by the district judge who is assigned to Division 8.
10. Probation matters regarding the Interstate Compact Agreement shall be presided over by the district judge who is assigned to Division 8.
11. New cases involving probate matters (PR)- estates, protective proceedings, and trusts; relinquishment of parental rights (JR); mental health (MH); proceedings

brought pursuant to C.R.C.P. 120; proceedings brought pursuant to C.R.S. 13-14.5-103, et seq. (extreme risk protection orders); appeals of county court matters; and adoptions (JA) shall be assigned to Division 8, except that all new cases involving adoptions where the child has been made available for adoption because of a JV case shall be assigned to the same division that presided over the JV case.

12. To the extent allowed by law, juvenile delinquency cases (JD) will continue to be presided over by a magistrate. If a magistrate is unable to preside over a case (e.g., a jury trial becomes necessary), the case shall be presided over by the judge who is assigned to Division 8.
13. The Chief Judge may assign a judge to perform specific duties related to a case (i.e., ruling on pending motions, presiding over a trial, etc.) even though the case is assigned to a different judge and may also assign cases as deemed to be appropriate.
14. If a judge finds it necessary to recuse from a case, the judge's Order of Recusal shall be forwarded to the Chief Judge. The Chief Judge will then reassign the case or refer the matter to the State Court Administrator for reassignment.
15. When only a misdemeanor or lesser offense is filed in a CR case, the district court judge may transfer the case to the county court judge that presided over the Rule 5 advisement hearing.
16. When a PV Complaint has been filed in a CR case and the underlying conviction in the case is only a misdemeanor, the district judge may transfer the CR case to a county court judge who is presiding over another criminal matter in county court involving the same defendant.
17. With the exceptions noted above, cases may not be reassigned without the permission of the Chief Judge.

Done this 7th day of October 2025.



BRIAN J. FLYNN
Chief Judge