

IN THE DISTRICT AND COUNTY COURTS  
SEVENTH JUDICIAL DISTRICT  
STATE OF COLORADO

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ADMINISTRATIVE ORDER 97-4  
MISCELLANEOUS ADMINISTRATIVE PROCEDURES

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ATTORNEYS

When several attorneys are employed by the same party, only one shall examine or cross-examine the same witness and object to questioning by the other party or counsel.

DISTRIBUTION OF MINUTE ORDERS

Unless otherwise directed, copies of minute orders regarding a proceeding will not be mailed to the counsel or pro se parties who were present at said proceeding or who have otherwise been notified of actions taken at said proceedings.

SERVICE BY MAIL

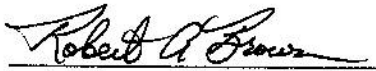
When service by mail is authorized by the Colorado Rules of Civil Procedures or by order of the court, the party requesting such service shall provide the clerk of court for mailing, envelopes properly addressed and bearing sufficient postage as to assure delivery, together with sufficient copies of all of the documents to be mailed.

SELF ADDRESSED STAMPED ENVELOPES  
(SASE)

In accordance with Chief Justice Directive 95-02 parties, counsel or the public shall provide self addressed, stamped envelopes (SASE) when requesting the following information or documents:

- Request for forms and pamphlets;
- Requests for receipts and other financial records;
- Request for alimony and support information;
- Requests for garnishment checks and papers;
- Request for exhibits by mail;
- Requests for copies of court documents of any kind;

Dated: January 10, 1997

  
Robert A. Brown  
Chief Judge