

SEVENTH JUDICIAL DISTRICT  
STATE OF COLORADO

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ADMINISTRATIVE ORDER 2005-03 TRIAL COURT MANAGEMENT TEAM (TCMT)

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In accordance with Chief Justice Directive 95-01, as amended, the Management Team for the Seventh Judicial District is formally established. The District Administrator is appointed as Chairperson of this committee and shall set of a meeting schedule and agenda items as may be necessary to properly maintain this function. The Management Team has a long history in the Seventh Judicial District and this AO is simply to establish it formally in accordance the CJD 95-01 as amended. The team meets monthly, except as may be amended, on the 3<sup>rd</sup> Monday. Membership shall be:

District Administrator – Chairperson  
CPO or delegate  
Clerks of Court or delegate of Delta, Gunnison, Montrose, Ouray and San Miguel  
Combined Courts  
Staff Assistants/Administrative Programs Coordinators, Administration, 7<sup>th</sup> JD  
The Account Clerk  
The Jury Commissioner  
Lead Collections Investigator  
A Division Clerk

Other permanent or temporary members may be appointed by the Chief Judges or District Administrator as necessary.

The Team shall meet with the Chief Judge or other Judges as directed. Issues related to the operations of the 7<sup>th</sup> Judicial District shall be referred to the TCMT for discussion and action or for further review by the Chief Judge/Judges at en banc sessions. The District Administrator, Chief Probation Officer, Clerks of Court and other administrative units within the Seventh Judicial District shall also hold regular staff meeting with their assigned personnel for discussions of various subjects and for referral to the TCMT for action as required.

Done this 31<sup>st</sup> day of August 2005.

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J. Steven Patrick, Chief Judge