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**ADMINISTRATIVE ORDER 2008-06 AMENDED and EFFECTIVE August 3, 2020  
- Concerning the Division of the Caseload of the District Court and making  
assignments and procedures for implementation.**

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The Chief Judge is delegated the responsibility to divide the caseload and assign the cases filed in the district and county courts of the Seventh Judicial District to the various Judicial Officers of the District by Chief Justice Directive 95-01. All case assignments, except as noted below, shall be done by the Chief Judge or as delegated to the Court Executive. To determine and approve this caseload division and general case assignments, the Chief Judge requires information regarding the types and number of cases filed in each location. Additionally, the Chief Judge needs the input of the other Judicial Officers in the district so as to have the best information to make a fair case division and case assignments as required. To the extent feasible, cases shall be assigned geographically taking into account the residence of each judge, the number of courtrooms and chambers in each courthouse and weighted caseloads.

**Order**

The division of the District Court as of August 3, 2020, is attached. This includes the internal assignments of recusals/disqualification and appeals. The cases in each location are divided as noted.

All assignments of District Judges and Magistrates to cases other than as noted above shall be done by the Chief Judge or as delegated to the Court Executive. County Court cases in every county of the 7<sup>th</sup> Judicial District are assigned to the County Judge appointed and presiding in that county.

All other assignments of County Judges to cases or dockets outside their county or to District Court cases shall be done by the Chief Judge or as delegated to the Court Executive.

Recusal policy is on a case by case basis considering the guidance of reported cases and the Colorado Rules of Judicial Conduct. Where attorneys who regularly practice in this district appear as a party, and the requested relief is substantive, not ministerial in that proceeding, all judges in the district may be recused and either a senior judge or judge from outside the District may be appointed.

For future caseload division and case assignments the court executive shall provide for the August judges' meeting each year, or as otherwise may be directed, the filing data for each location. Additionally, the court executive shall provide recommendations for the division or case assignments of the caseloads based on all the factors known including travel, administration, case types and other factors as may be determined. Following the discussion with Judicial Officers, the Chief Judge shall approve a plan which will be distributed for implementation to judges and staff.

Done this 17th day of August, 2020, nunc pro tunc August 3, 2020.



J. Steven Patrick  
Chief Judge

XC: 7<sup>th</sup> JD Judges  
7<sup>th</sup> JD Clerks of Court