



**TWENTY-THIRD JUDICIAL DISTRICT  
DOUGLAS, ELBERT, and LINCOLN COUNTIES  
STATE OF COLORADO**

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**CHIEF JUDGE ORDER 2025-21  
REGARDING PRIORITIZATION OF REPORTED VS. RECORDED CASES IN  
THE TWENTY-THIRD JUDICIAL DISTRICT  
EFFECTIVE: JANUARY 14, 2025**

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Pursuant to Chief Justice Directive (“CJD”) 05-03, “the chief judge of each judicial district shall determine which methods of preserving court proceedings are to be used based upon current economic issues, availability of reporters, and other relevant factors.” CJD 05-03 requires the chief judge of each judicial district to establish priority policies for reporting by court reporters.

Under the authority granted to chief judges pursuant to CJD 05-03, the undersigned, in his role as Chief Judge of the 23rd Judicial District, adopts the following priority court reporting and reporter policies in the best interests of this judicial district. In adopting these priority policies, many factors have been considered, including current economic issues, the availability of court reporters, the current demands on court reporters, and the finite resources available in this judicial district. These priority policies shall apply to all proceedings, unless court reporter coverage is required by law or otherwise approved by the Chief Judge.

**District Court Civil Cases and Domestic Relations Cases**

All district court civil (CV) proceedings and domestic relations (DR) proceedings shall either be reported by a court reporter provided by the parties or recorded by digital recording. When parties provide a freelance or private court reporter, parties must comply with the procedures and policies outlined within Appendix A to this CJO (“Policy Regarding Use of Freelance Court Reporters in Civil Cases”).

### **District Court Criminal, Juvenile, and Dependency & Neglect Cases**

Certain criminal, juvenile, and dependency and neglect proceedings in district court shall be reported by court reporters. The priorities for reporting these proceedings by court reporters shall be in the following order:

1. Felony Class 1 and Class 2 jury trials;
2. Felony Class 1 and Class 2 motion hearings, preliminary hearings, sentencing hearings resulting from guilty verdicts;
3. Felony Class 3 jury trials, motion hearings, preliminary hearings, sentencing hearings resulting from guilty verdicts;
4. Felony Class 1 and Class 2 reverse transfer hearings (district court);
5. Felony Class 1 and Class 2 Crim.P.Rule 35(c) hearings;
6. Felony Class 4 Sexual Assault on a Child proceedings;
7. Other jury trials and court trials in district court criminal cases;
8. All other district court criminal proceedings **not set on a docket day**;
9. Juvenile delinquency felony jury trials, felony court trials, felony juvenile evidentiary motions hearings, and direct file/reverse transfer hearings, and;
10. Dependency and neglect termination of parental rights hearings.

### **Criminal Docket Days**

District court criminal proceedings during a “docket day” will be recorded by digital recording and will not be reported by a court reporter. While the expectation is that all matters set on a docket day, including providency hearings and sentencing hearings, will be recorded by digital recording, judicial officers retain the discretion, when appropriate, to: (1) set such matters on a non-docket day; or (2) set such matters during the afternoon of a docket day and make arrangements in advance to have a court reporter, if one is available.

Dated this 14<sup>th</sup> day of January 2025.

BY THE COURT:



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Ryan J. Stuart  
Chief Judge, 23<sup>rd</sup> Judicial District

# APPENDIX A CJO 25-21

## 23<sup>rd</sup> JUDICIAL DISTRICT

### Policy Regarding Use of Freelance Court Reporters in Civil Cases

1. When counsel hire a freelance reporter (at the parties' expense) to report court proceedings, the freelance reporter retained may not be an employee of the State of Colorado and must be approved by the Court. The record made by the freelance reporter will be the official record of the proceedings. If there is a dispute about any part of the record prepared by the freelance reporter, the matter shall be addressed by the Court.
2. The freelance reporter shall complete, sign, and provide a copy of this form to the clerk of the division in which the case was heard.
3. In the event of an appeal, the freelance reporter agrees to be responsible for the preparation of the record of the proceedings according to Colorado Appellate Rule 10(b) and shall coordinate filing of the same with the appeals clerk.
4. Upon request of the Court, the freelance reporter shall make available any electronic recording of the proceeding for Court use only (without cost to the Court). Transcripts ordered by the Court from a privately retained freelance court reporter will be paid for by the Colorado Judicial Department and are subject to CJD 05-03, Appendix A, regardless of rates negotiated between the parties.
5. The freelance reporter shall provide his/her copy of the electronic notes or realtime file of the proceedings to the Judicial District's Managing Court Reporter, Beckie Collings. The file only serves as a backup in the event the freelance reporter is unable to produce a transcript. ([rebecca.collings@judicial.state.co.us](mailto:rebecca.collings@judicial.state.co.us))
6. If a non-party to the case requests a transcript directly from the freelance reporter, the freelance reporter must obtain permission from the Court Executive before preparing such transcript. The freelance reporter will have first right of refusal with respect to preparation of the transcript requested, so long as their contact information is kept current with the Court.
7. The freelance reporter is not the custodian of the exhibits and shall not retain custody of the original exhibits. Instead, the original exhibits shall be delivered as directed by the Court.

**Failure to comply with any of the above requirements or terms may result in loss of future opportunities to report Court proceedings in the 23rd Judicial District.**

**Case Number:** \_\_\_\_\_ **Judge/Division:** \_\_\_\_\_

**Case Name:** \_\_\_\_\_

**Freelance Court Reporter Information: (Name, firm name, address, telephone number, email address)**

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**I understand the above policy and agree to its terms.**

\_\_\_\_\_ **Date:** \_\_\_\_\_