



Colorado

Department of Personnel & Administration

Office of Administrative Courts Newsletter

General Services Unit

July 2013

Dear Donna,

Thank you for joining the conversation.

Filing Motions

Generally speaking, any request to the judge can be considered a motion. If you are requesting that a hearing be reset, a case dismissed, or a change in location of the hearing, you will need to file a motion. When filing a motion the following elements should be included:

- Who you are and who you work for.
- The case number.
- What are you asking the judge to do and why?
- Ideally, your motion should contain a certificate of service, or at a minimum, a "cc" showing that you sent the motion to the client. The judge is very unlikely to grant a motion the client has not had a chance to respond to.
- A description of your attempts to contact the client, and if you were successful, the client's position on the motion. The judge is much more likely to grant the motion, and grant it sooner, if the client does not object.

The judge may rule right away, especially if the motion is unopposed. Other times the judge may wait for a response from the client. If the hearing is coming up right away, the judge may simply wait until the hearing time when the parties should be available anyway to discuss the motion. If you would like, you can arrange a phone conference with you and the client at a time when the judge is available. You can ask the OAC staff for a good time for this. The judge will not speak to you about the case outside of the presence of the client.

When the judge rules on the motion he or she may have OAC staff call the parties with the result, or issue a written decision, or both. It is okay to call the OAC (303-866-5626) to find out what has happened with the motion.

Change to IPV Case Numbers

We are changing the way Intentional Program Violation (IPV) cases are numbered. Starting with cases opened after July 1, 2013, these cases will be given the prefix IPV, followed by the year and a 4 digit sequential number. This change is being made to more efficiently utilize the auto number feature in our case management system.

In This Issue

Filing Motions

IPV Case Number

County Dept. Resources

Website Redesign

Technical Difficulties

OAC on Twitter

You can now follow the OAC on twitter @CO_OAC.



Quick Links

[OAC Home Page](#)

[GS Forms Page](#)

[County Dept Resources](#)



Website Redesign

The Department wide redesign of our website has been delayed, but it provides you an opportunity to let the OAC know what you would like to see on the site. Contact donna.childers@state.co.us with comments and suggestions on what you would like to see.

County Department Resource Page

Even though the web redesign has hit a snag we are going forward with providing resources to counties. As a result we have created a County Department Resource Page. Here you can find archived issues of the newsletter, the County Department Guide, and links to forms. Click [here](#) to go to the Resource Page.

Technical Difficulties

We have experienced issues with the latest version of our case management system that has prevented us from generating Notices of Hearing. We appear to have worked out these issues and are working on getting our back log taken care of. Thanks for your patience.

Contacts:

General Questions about process or cases	303-866-5626
Complaints, Concerns, Comments or Request	Donna Childers or Matt Azer 303-866-5338
To suggest topics for Newsletters	Dianne Moore 303-866-5683
Transcript Requests	Casey Singleton 303-866-5779
Special Requests for Courtrooms	Paula Cortese 303-866-5669
Hearing Packets or Trailing Phone Dockets	Adriana Chavez 303-866-5137

Please stay in touch. If there are specific articles you would like to see in the future, drop me a line.

Sincerely,

**Donna Childers
Office of Administrative Courts**

[Forward this email](#)



Try it FREE today.

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