



# Colorado

## Department of Personnel & Administration

### Office of Administrative Courts Newsletter

General Services Unit

August 2013

Dear Donna,

Thank you for joining the conversation.

#### **New Audio Recording Policy Issued**

Matthew Azer, Director and Chief Judge, has issued OAC Policy 15 which spells out how audio recording requests will be processed. This policy includes:

- Who can obtain a copy of a proceeding
- What information is needed for the request
- Fees for an audio recording
- Uploading files for written transcripts
- Time lines
- Requirements for delivery

[Click Here](#) to go to the policy.

#### **Move Update**

The OAC will be moving to the State Services Building starting November 8, 2013. The move is expected to be complete by Tuesday, November 12, 2013. As a result, face to face hearings in Denver are being kept to a minimum for the first few weeks of November.

The OAC's new address will be:

1525 Sherman Street, 4th Floor  
Denver, Colorado 80203

It is hoped that the phone and fax numbers will remain the same.  
More information to follow.

#### **Website Redesign**

The Department wide redesign of our website is scheduled to go forward in September with a launch date of October 1, 2013. There's still time to get your requests in for what you would like to see at the OAC site. Contact [donna.childers@state.co.us](mailto:donna.childers@state.co.us) with comments and suggestions on what you would like to see.

#### **In This Issue**

New OAC Audio Recording  
Policy  
Move Update  
Website Redesign moving  
forward  
E-File Update

#### **OAC on Twitter**

You can now follow the OAC  
on twitter @CO\_OAC.



#### **Quick Links**

[OAC Home Page](#)

[GS Forms Page](#)

[County Dept Resources](#)

[Forward to a Friend](#)

## E-File Update

The first round of testing for the e-file system has started. In the coming weeks we will continue to perfect the system. We are looking at opening up the system to external users for testing in October. If you would like to help us with this, please let [Donna Childers](#) know.

### 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



Try it FREE today.

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