

<b>MUNICIPAL COURT, CITY OF AURORA, STATE OF COLORADO</b>  Court Address: Municipal Justice Center 14999 E. Alameda Parkway Aurora, Colorado 80012  Phone Number: 303-739-6444		^ COURT USE ONLY ^
Plaintiff(s): THE CITY OF AURORA  Defendant(s):	Summons No.	
Name Address N/A  Phone Number N/A Fax Number		
STANDING ORDER – JURY TRIALS: HEARINGS ON PRETRIAL MOTIONS		

THE COURT DOES FIND:

1. Jury trials need to start as early as possible to avoid inconvenience to citizen jurors, witnesses and parties
2. Due process requires all parties to have prior notice of motions, and
3. The judicial administration of court time is best served by an orderly schedule for motions

THEREFORE, it is ORDERED pursuant to C.M.C.R. 212 that in every case set for jury trial:

1. A motions hearing date shall be set in every case at the time the Jury Trial date is scheduled. The motions hearing date shall be set approximately 45 days out.
2. Any motion with specificity, other than a motion to continue, shall be in writing and be filed with the Court not less than thirty (30) calendar days before the scheduled jury trial. The motion must be filed directly into the assigned jury trial division, and an electronic copy is to be provided to the Court using the jury trial division specific email as follows:
  - a. Division 1: [aurorajurydiv1@auroragov.org](mailto:aurorajurydiv1@auroragov.org)
  - b. Division 2: [aurorajurydiv2@auroragov.org](mailto:aurorajurydiv2@auroragov.org)
  - c. Division 4: [aurorajurydiv4@auroragov.org](mailto:aurorajurydiv4@auroragov.org)
 Any such motion shall be served on the opposing party contemporaneously with the motion being filed with the jury trial division.
3. The jury trial division Judge shall enter a minute Order noting the receipt of the written motion. A hard copy of the electronic filing shall be made and put into the Court's file.
4. **Unless the moving party's motion will be unopposed or uncontested at the hearing, the opposing party shall file a written reply with specificity with the Court not less than ten (10) days of receipt of the original motion. The written reply must be received by the assigned jury trial division by email to the above listed specific email address. Any such written reply shall be served on the opposing party contemporaneously with the reply being filed with the assigned jury trial division. Failure to file a timely reply shall constitute a confession of the motion.**
5. Service of the documents shall be made pursuant to C.M.C.R. 249.
6. Failure to present a motion pursuant to this order constitutes a waiver.
7. The Court may for good cause shown grant relief from said waiver.
8. If the judge determines that a hearing is not necessary, the court may rule on the motion without the necessity of a hearing, mailing the order to the parties prior to the date of the hearing and vacating the hearing.

Done in Court

  
 Shawn Day – Presiding Judge