



Colorado Supreme Court  
Office of the Presiding Disciplinary Judge  
Standing Case Management Order  
Effective September 17, 2025

**Presiding Disciplinary Judge  
Standing Case Management Order**

The Presiding Disciplinary Judge ("the Court"), exercising its inherent authority to manage its docket and recognizing that its needs and the needs of parties before it are distinct from those of other Colorado courts and litigants, establishes this standing case management order ("Standing CMO"). This order is binding on all participants before the Court in any case type, including discipline, disability, reinstatement, readmission, unauthorized practice of law ("UPL"), character and fitness, and revocation cases. Effective immediately, this order governs all pending matters.

**INTRODUCTORY MATTERS**

1. Noncompliance with this order: If a party does not comply with the requirements in this order, the Court may reject the noncompliant filing or take other measures as permitted by law or rule.
2. Relationship to other rules: This order supplements the following rules:
  - Rules Governing Lawyer Disciplinary Proceedings (C.R.C.P. 242);
  - Rules Governing Lawyer Disability Proceedings (C.R.C.P. 243);
  - Rules Governing Unauthorized Practice of Law Proceedings (C.R.C.P. 232);
  - Rules Governing Formal Hearings in Character and Fitness Proceedings (C.R.C.P. 209); and
  - Statewide Practice Standards (C.R.C.P. 121).<sup>1</sup>
3. Professionalism: The Court expects parties to adhere to the highest standards of professionalism in cases before the Court. Parties must comply with the Court's Standing Civility and Professionalism Order, found at <https://coloradodj.com/resources>.
4. Confidentiality of information: Per C.R.C.P. 242.41(a) and C.R.C.P. 232.28(a), information submitted during disciplinary and UPL proceedings, respectively, is generally available to the public.<sup>2</sup> Parties are responsible for protecting confidential or privileged information that should not be disclosed publicly, such as the identity of a minor or personal financial information. If a party wants the Court to suppress a filing, the party must submit with the

---

<sup>1</sup> C.R.C.P. 121 expressly applies to Colorado district courts. The Court **ADOPTS** those practice standards when not inconsistent with this order or the rules of procedure governing the relevant proceeding before the Court.

<sup>2</sup> Under C.R.C.P. 243.6(e), disability proceedings are confidential except for an order transferring a lawyer to disability inactive status. Under C.R.C.P. 209.4(2), character and fitness hearings before a hearing board are confidential unless an applicant requests in writing that the hearing be public.

filing a separate motion requesting that relief; parties may not designate a filing as suppressed without the Court's permission.<sup>3</sup> Parties have an ongoing duty to determine whether any information they present in a proceeding should be treated as privileged or confidential. Upon learning of any such information, a party must immediately file a motion requesting that the Court protect such information. Unless account numbers or other personally identifying numbers are at issue in a case, parties must redact all but the last four digits of any account or identifying number contained in a filing or exhibit thereto.

5. Communication with the Court: For information or assistance, parties may contact the Court at [pdj@pdj.state.co.us](mailto:pdj@pdj.state.co.us) or (303) 457-5999. Court staff is not authorized to interpret the requirements of this order, give legal advice, or grant requests over the telephone or via email. To request that the Court take action, a party must file a motion. The Court should not be included on conferral or correspondence emails between parties.

### **FILINGS, EXTENSIONS, AND APPEARANCES**

6. Filing: Unless otherwise ordered, filings should be emailed to [filings@pdj.state.co.us](mailto:filings@pdj.state.co.us) in PDF format, and the Court's administrator will circulate receipted filings. Parties must not submit filings to any other email address associated with the Court. The Court is not able to receive filings through the Colorado Courts e-filing system. Paper filings, when permitted, should be printed on both sides of the page (double-sided). The Court does not accept filings by facsimile.
7. Caption: All filings in this matter must bear a caption consistent with C.R.C.P. 10(e)(1) or as the Court otherwise directs.
8. Case numbers: If, before a complaint or petition is filed, the Court enters orders such as a protective order or an immediate suspension report, the initiating pleading should bear the pre-complaint or pre-petition case number, unless otherwise directed.
9. Extensions of time and enforcement of deadlines: Under C.R.C.P. 6(a), motions for extension of time or to modify deadlines in this order must assert good cause with particularity. A party filing such a motion must do so no later than the applicable deadline or demonstrate that exigent or unforeseen circumstances prevented a timely filing.
10. Computation of time: Time is computed as provided in C.R.C.P. 6(a).
11. Appearances: Hearings are held in person at 1300 Broadway, Suite 250, Denver, CO 80203, unless the Court orders otherwise. When the Court expressly authorizes flexible appearances or virtual appearances, as those terms are defined in C.J.D. 23-03, parties may access the Court's virtual courtroom at <https://us06web.zoom.us/j/3034575999> (Meeting ID: 303 457 5999). All attendees must have a verified Zoom account to access the Court's virtual courtroom. The Court asks parties to extend the professional courtesy of notifying the Court's administrator if they intend to appear remotely. Additional information about remote appearances can be found at <https://coloradopdj.com>.

---

<sup>3</sup> See C.J.D. 05-01 § 3.08 (defining "suppressed court record").

## DISCOVERY

12. Rules: The discovery procedures outlined in this order supplement the following discovery rules:
  - Discovery in disciplinary proceedings (C.R.C.P. 242.29(d));
  - Discovery in character and fitness proceedings (C.R.C.P. 209.3(3));
  - Discovery in UPL proceedings (C.R.C.P. 232.18(b));
13. Discovery: Discovery commences when the answer is filed. Discovery deadlines are set forth in the Court's scheduling order, which governs the case. Unless the Court orders otherwise, parties should not send discovery to the Court.
14. Sanctions: The Court may impose sanctions for violations of the discovery requirements established in this order as permitted under C.R.C.P. 37(b)(2), Colorado Supreme Court caselaw, other rules or law, or as available within the Court's inherent authority.
15. Alternative Dispute Resolution: The Court encourages parties to promptly set a date for and engage in alternative dispute resolution. The Court will review requests to compel alternative dispute resolution made no later than 77 days (11 weeks) before the scheduled hearing.

## STANDARDS FOR MOTIONS

16. Conferral: Parties must comply with C.R.C.P. 121 § 1-15(8), which requires them to confer with opposing parties and certify that they have done so in good faith. If a party's attempt to confer is unsuccessful, the party's certification must describe in detail the party's good faith attempts to confer, including the time and manner of each attempt.
17. Non-dispositive motions:
  - a. Except as the Court otherwise provides, any prehearing motion other than dispositive motions under C.R.C.P. 12 or 56 (addressed below) must be filed consistent with the deadlines entered in the scheduling order issued in the case. Responses are due 14 days after the motion is filed. Replies are discouraged and may not be filed without leave of the Court. The Court will consider a request for leave to file a reply when the request is accompanied with the proposed reply.
  - b. The Court discourages compound motions or motions seeking relief as to more than one unrelated issue.
18. Format: 12-point font must be used for all motions, including in footnotes.
19. Page limits: Motions may not exceed 15 pages unless the Court extends that limit.
20. Citing the rules: Motions must cite in the caption or opening paragraph the procedural rule (including applicable subsections) supporting the filing (e.g., "Respondent's Motion for Summary Judgment Under C.R.C.P. 56(c)"). In addition, if the motion or any part of the motion is unopposed, the caption must so indicate.

21. Citing legal authority: A moving party must cite relevant legal authority, including, where applicable, the ABA *Standards for Imposing Lawyer Sanctions* ("ABA Standards"),<sup>4</sup> standards found in C.R.C.P. 208.1 or C.R.C.P. 242.39, and caselaw.
  - a. Colorado Supreme Court opinions are the guiding caselaw in lawyer discipline matters. When citing such cases, the Court is most persuaded by opinions issued since the lawyer disciplinary system was revised in 1999.
  - b. Parties may cite published Colorado Court of Appeals decisions, opinions from other jurisdictions, and prior decisions by hearing boards, though such decisions are not precedential.
  - c. The Court discourages parties from citing stipulations to discipline.
  - d. All caselaw citations must include pinpoint citations.
22. Citing exhibits: Parties must cite page numbers and, where applicable, paragraph or line numbers in supporting exhibits to identify relevant portions of pleadings, depositions, or documents.
23. Proposed orders: When filing motions, parties should not file a proposed order as contemplated by C.R.C.P. 121 § 1-15(10).
24. Motions filed under C.R.C.P. 12:
  - a. If a motion to dismiss is filed under C.R.C.P. 12(b)(6) or 12(b)(1) and matters outside the pleadings are presented with the motion, the motion must address whether it should be converted to a motion for summary judgment.
  - b. A party may not file multiple motions for judgment on the pleadings under C.R.C.P. 12(c) without leave of the Court.
25. Summary judgment motions filed under C.R.C.P. 56:
  - a. Except as the Court otherwise orders, summary judgment motions under C.R.C.P. 56 must be filed in accordance with the deadlines entered in the case's scheduling order. Unless otherwise ordered, responses are due 14 days after the motion is filed, and replies are due no later than 7 days after the response is filed. All such filings must be filed in PDF format, accompanied by a Microsoft Word version.
  - b. A party may not file multiple motions for summary judgment without leave of the Court.
  - c. Statements of material facts:
    1. A motion for summary judgment must contain a section entitled "Movant's Statement of Material Facts." This statement must set forth in simple, declarative sentences, which are separately numbered and paragraphed, each material fact supporting the claim that the movant is entitled to judgment as a matter of law.
    2. Each separate reference to an alleged undisputed or disputed material fact in a summary judgment motion must be accompanied by a specific reference to evidence or materials supporting the factual allegation or denial (e.g., page and paragraph number).
    3. A party opposing a motion for summary judgment must provide in its response a section styled "Response to Movant's Material Facts," admitting or denying each

---

<sup>4</sup> A copy of the ABA *Standards* can be found at <https://coloradodj.com/resources>.

material fact asserted by the movant. Those admissions and denials must be made in paragraphs numbered to correspond to the movant's paragraph numbering. Any denial must be accompanied by a brief factual explanation of the reason(s) for the denial and, if applicable, a specific reference to evidence or materials supporting the denial.

4. If the non-moving party wishes to address additional disputed issues, the party may include in its response a separate section styled "Statement of Additional Disputed Facts." That section must set forth in simple declarative sentences, separately numbered and paragraphed, each additional material disputed fact that undercuts the movant's claim to judgment as a matter of law.
5. Reply briefs supporting motions for summary judgment are encouraged. If a reply brief is filed, it must contain:
  - A. A section titled "Reply Concerning Undisputed Facts," containing any factual replies regarding the facts the movant previously asserted to be undisputed, set forth in separate paragraphs numbered corresponding to the movant's motion and the opposing party's response.
  - B. A section styled "Response Concerning Disputed Facts," admitting or denying the disputed material facts set forth by the opposing party. Those admissions and denials must be made in paragraphs numbered to correspond to the opposing party's paragraph numbering. Any denial must be accompanied by a brief factual explanation of the reason(s) for the denial and, if applicable, a specific reference to evidence or materials supporting the denial.
- d. The factual sections of summary judgment motions must address only material facts. Legal argument must be presented in a separate section.
- e. A motion for summary judgment must comply with the authentication requirements set forth in C.R.C.P. 56(e) ("Sworn or certified copies of all papers or parts thereof referred to in an affidavit shall be attached thereto or served therewith.").
- f. The general limitation of 15 pages for motions does not pertain to the factual sections of summary judgment motions.
- g. As a matter of efficiency, the Court encourages and may order movants to file their statements of facts in chart form using Microsoft Word and in PDF format. When a movant files a statement of facts in chart form, the responding party must file their corresponding statement of facts using the movant's chart. Statement of facts charts should be consistent with the example attached as Appendix A.

### **HEARING MATTERS**

26. Hearing dates: The scheduled hearing dates are listed in a scheduling order. Parties must notify the Court, in writing, of any change in the anticipated length of the hearing.
27. Hearing Board members: Hearing Board members may ask witnesses relevant questions during hearing testimony and may ask counsel relevant questions during argument. The

Court will rule on objections to such questions. Parties should address Hearing Board members by the appropriate identified honorific (Mr., Ms., Mx., Dr., etc.).

28. Use of a court reporter: The Court typically arranges for a private court reporting service to report and, if necessary, transcribe hearings that may affect a lawyer's licensure status, with the exception of sanctions hearings in default matters. All or part of the court reporter's fee to attend the hearing may be assessed against a party under applicable rules. If the Court arranges for a private court reporter to attend the proceeding, the court reporter's transcript is considered the Court's official record. The Court's policy for transcript requests is available at <https://coloradopdj.com/resources>.
29. Use of a translator in courtroom: The Court permits the use of an authorized language interpreter in court proceedings consistent with Colorado Judicial Branch policy. If a party plans to use an authorized language interpreter, the party must notify the Court in writing no less than 14 days before the proceeding.
30. Witnesses:
  - a. Sequestration order: Unless CRE 615 permits or the Court orders otherwise, potential witnesses may not observe a contested hearing until the witness testifies. Advisory witnesses will not be excluded from a hearing except as otherwise ordered.
  - b. Witness testimony: During a contested hearing, no party or witness may disclose testimony at trial to any potential witness subject to sequestration.
  - c. Absentee testimony: A party must move to present absentee testimony under C.R.C.P. 43(i)(1) if the party wishes to elicit testimony from a remote witness. The Court asks parties to extend the professional courtesy of filing such a motion at the earliest opportunity possible, particularly if a witness is incarcerated.
31. Expert witnesses: In discipline, reinstatement, and readmission cases, the use of expert testimony is governed by CRE 702-706.
32. Prehearing materials: Each party must exchange and file with the Court the documents listed below on or before deadlines established in the case's scheduling order or a later superseding order. All prehearing materials must be filed electronically with the Court as separate PDFs bearing their own caption pages and sent to [filings@pdj.state.co.us](mailto:filings@pdj.state.co.us). Each PDF must be bookmarked and searchable (OCR). If the attached file sizes so require, the materials may be sent in multiple emails. If a party fails to timely exchange or file a prehearing document, the Court may sanction the party, including by precluding the party from introducing or using the document or its contents or prohibiting the party from calling the witnesses the document identifies.
  - a. Hearing briefs:
    1. A hearing brief must be filed in all discipline, reinstatement, and character and fitness cases;
    2. The Court strongly encourages parties to file briefs in all other cases, including disability and UPL cases;
    3. The brief filed must set forth any claims or defenses to be pursued or to be withdrawn;

4. In discipline matters, the fact of prior disciplinary offenses may be included in the brief, but the number of such offenses and the details thereof, such as the date, the rule(s) violated, and the sanction imposed, may not be mentioned;
  5. In discipline matters, the brief must identify the applicable duty, mental state, injury, standards under the ABA *Standards*, any applicable law, and argument as to whether restitution is appropriate and in what amount, where relevant;
  6. In reinstatement and readmission matters, the brief must address the relevant requirements identified in C.R.C.P. 242.39(d)(2);
  7. In character and fitness matters, the brief must address the essential eligibility requirements of C.R.C.P. 208.1(5);
  - b. A final witness list containing each witness's name and contact information, including each witness's address, telephone number, and email address; the nature of the witness's testimony; the anticipated date of the testimony; and the estimated length of the testimony as well as the order in which the witnesses will be called;
  - c. Stipulated facts;
  - d. An exhibit list indicating which exhibits are stipulated and which exhibits are non-stipulated;
  - e. Electronically filed stipulated exhibits. Stipulated exhibits must be numbered S1, S2, S3, etc. Parties must file their stipulated exhibits in electronic format as one searchable (OCR) PDF file. The PDF file must contain bookmarks linking to each stipulated exhibit, the name of which should correspond to the stipulated exhibit number. Each stipulated exhibit must be sequentially paginated; and
  - f. Any prior disciplinary history, including argument about the effect, if any, that the prior discipline should have on the sanctions analysis, must be provided under a caption page labeling the materials as such. These materials will be provided to the Hearing Board only upon a finding of a rule violation, in which case the materials will become part of the public case file.
33. Exhibits:
- a. Use of exhibits at the hearing: Parties must present paper copies of exhibits at the hearing, unless the exhibit exceeds 50 double-sided pages. If any exhibit, whether stipulated or non-stipulated, exceeds 50 double-sided pages, the introducing party should present the exhibit electronically during the hearing. The courtroom is equipped to permit parties to electronically display exhibits by plugging their own laptops into the Court's system via an HDMI port. Each party is responsible for controlling the party's own electronic exhibits at the hearing and for securing their own technical assistance or support. If a party wishes to test the functionality and compatibility of their technology with the Court's systems, the party must contact the Court's administrator no later than 7 days before the hearing to schedule a time to do so.

- b. Paper copies of stipulated exhibits: Parties must assemble 4 sets of stipulated exhibits in 4 separate binders,<sup>5</sup> which must be labeled to show that they contain stipulated exhibits. Each binder must include a stipulated exhibit list identifying the exhibits therein and must bear an extended tab demarcating each exhibit number. The stipulated exhibits must be numbered S1, S2, S3, etc., to correspond with the electronically filed stipulated exhibits. Paper copies of stipulated exhibits must be identical to the electronic version of stipulated exhibits.
- c. Paper copies of non-stipulated exhibits: Each party must bring to the hearing 5 copies of all non-stipulated exhibits (unbound and three-hole-punched), along with 5 empty 3-ring binders in which to place the exhibits when they are admitted.<sup>6</sup> The binders must be labeled to show that they contain non-stipulated exhibits. Each exhibit must bear an extended tab demarcating the exhibit's number or letter, and each exhibit must be sequentially paginated, including any attachments. Exhibits from the Office of Attorney Regulation Counsel must be numbered (1, 2, 3, etc.), and the party opposite the Office of Attorney Regulation Counsel must letter their exhibits (A, B, C, . . . AA, BB, CC, etc.).
- d. Posthearing electronic submission of non-stipulated exhibits: As soon as practicable, but in any case no later than 3 days after the hearing concludes, each party must file in electronic format a searchable (OCR) PDF file. The file must be labeled with a caption page entitled "Admitted Exhibits" that identifies the individual exhibits contained therein by number or letter, and must contain only the party's non-stipulated admitted exhibits, saved as one PDF, without markings or annotations. The PDF file must contain bookmarks linking to each exhibit. The non-stipulated admitted exhibits filed electronically must be identical to the paper copies of the non-stipulated exhibits admitted at the hearing and must be labeled with the same numbers or letters with which they were admitted.



DATED THIS 17<sup>th</sup> DAY OF SEPTEMBER, 2025.

  
BRYON M. LARGE

PRESIDING DISCIPLINARY JUDGE

---

<sup>5</sup> Parties need only assemble 1 set of stipulated exhibits in 1 binder if the Presiding Disciplinary Judge alone, without a Hearing Board, hears the case.

<sup>6</sup> Parties need only bring to the hearing 2 copies of all non-stipulated exhibits, along with 2 empty 3-ring binders, if the Presiding Disciplinary Judge alone, without a Hearing Board, is hearing the case.



OPDJ STANDING CASE MANAGEMENT ORDER  
APPENDIX A – SAMPLE STATEMENT OF FACTS CHART

<p>SUPREME COURT, STATE OF COLORADO OFFICE OF THE PRESIDING DISCIPLINARY JUDGE 1300 Broadway, Suite 250 Denver, CO 80203</p> <hr/> <p><b>Complainant:</b> THE PEOPLE OF THE STATE OF COLORADO</p> <p><b>Respondent:</b> NAME, Reg. Number:</p> <hr/> <p>Office of Attorney Regulation Counsel (Name &amp; Address): Phone Number: E-mail: Atty. Reg. #:</p> <p>Respondent's Counsel or Party Without Counsel (Name &amp; Address): Phone Number: E-mail: Atty. Reg. #:</p>	<div style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black; margin: 10px 0;">             ▲ COURT USE ONLY ▲           </div> <p>Case Number:</p>
<b>STATEMENT OF FACTS CHART</b>	

Moving Party:        Respondent  
Non-moving Party:   The People

MOVANT'S MATERIAL FACTS	NON-MOVING PARTY'S RESPONSE / ADDITIONAL MATERIAL FACTS	MOVANT'S REPLY
1. Respondent's first material fact. Ex. 1 at 2 ¶ 3.	1. Undisputed.	
2. Respondent's second material fact. Ex. 4 at 5 ¶ 6.	2. Disputed. Although John Doe testified X, Jane Doe testified Y. Ex. A at 4:1-6.	2. Jane Doe does not have personal knowledge of the issue and thus her testimony does not create a disputed issue of fact. Ex. A at 6:12-18.
	3. People's first additional fact. Ex. B at 4 ¶ 2.	3. Undisputed.
	4. People's second additional fact. Ex. C at 9 ¶ 3.	4. Disputed. Peter Doe's testimony is contradicted by a contemporaneous email between John Doe and Jane Doe. Ex. 3.

OPDJ STANDING CASE MANAGEMENT ORDER  
APPENDIX A – SAMPLE STATEMENT OF FACTS CHART

A motion for summary judgment employing a “Statement of Material Facts Chart” must meet the following standards:

- The movant must provide to the non-moving party an editable Word copy of the chart. The non-moving party must fill in their responses and return the editable Word copy to the movant, who must prepare the final chart and include it with the reply.
- Parties must file and exchange a copy of their respective updated chart in both PDF and Word formats with the motion for summary judgment, response, and reply.
- First Column: The topmost cell in the chart’s first column must be labeled “Movant’s Material Facts.” Each following cell in that column must contain a single simple, declarative sentence setting forth one material fact supporting the claim that the movant is entitled to judgment as a matter of law. Each declarative sentence must be sequentially numbered and accompanied by a specific reference (e.g., exhibit number or letter, a page number within the exhibit, and a paragraph number) to evidence or materials supporting the factual allegation.
- Second Column: The topmost cell in the chart’s second column must be labeled “Response to Movant’s Material Facts/Additional Material Facts.” In that column, directly to the right of each of the movant’s statements of material fact, the non-moving party must state whether the fact in the adjacent cell is “Disputed” or “Undisputed.” Each such assertion must be numbered to correspond to the movant’s factual statement. If a fact is disputed, the non-moving party must state in the same cell the nature of the dispute and include a specific reference to evidence or materials showing that the fact is in dispute.
- Second Column – Additional Material Facts: If the non-moving party wishes to assert additional material facts that undercut the movant’s claim to judgment as a matter of law, the non-moving party must set forth each such additional material fact in the second column. Beginning in the cell immediately following the non-moving party’s final response to the “Movant’s Material Facts,” the non-moving party must, in single, simple, declarative sentences, set forth one additional material fact per cell. Each declarative sentence must be sequentially numbered in the same series as the “Response to Movant’s Material Facts” and accompanied by a specific reference to evidence or materials supporting the factual allegation.
- Third Column: The topmost cell in the table’s third column must be labeled “Movant’s Reply.” In that column, in the cell directly to the right of each of the non-moving party’s responses of “Disputed” or “Undisputed,” the movant may include any factual reply, numbered to correspond to the response at issue. If the non-moving party added additional material facts in the second column, the movant must also state whether each additional fact in the adjacent cell is “Disputed” or “Undisputed.” Each such assertion must be numbered to correspond to the additional fact at issue. If an additional fact is disputed, the movant must state in the same cell the nature of the dispute and include a specific reference to evidence or materials showing that the fact is in dispute.