

SPECIAL MASTER INITIAL MEETING

Case Information

Complaint and claims

Protective orders already entered

Prior motions and orders

Discovery cut-off

Trial Date

Pending Motions and Expected Issues

Motions pending

Issues expected in the future

Procedures

More direct relationship, but no *ex parte* communications

Serve on Colorado Courts E-Filing

Don't expect unrelated pleadings to be read

If you think something can be resolved quickly, without a motion, email or call me

Don't copy me until there's a dispute that I need to resolve

Conferral requirement requires verbal conferral

If forthwith consideration needed, discuss with counsel and raise in the pleadings

Emails not forwarded to phone

Immediate attention once motion is at issue

No record unless parties arrange for it

My communications with the judge. Review provisions in the appointment order- 1) when scope of reference is unclear, 2) when judge's work is affected, 3) when judge calls me, and 4) if you want me to.

Expand the scope of appointment by stipulation

Explain bill – follow cover letter, not bill