**Aurora Municipal Court**

**2024 Jury Trial Division Protocols**

(*Divisions 1, 2 & 4*)

**Morning Docket**

The courtroom doors will open at 8:00 a.m. for morning docket. All Arraignments will be docketed at 8:00am and all other matters will be docketed at 9:00 a.m. The parties are to have communicated about the status of each case ahead of docket, including communications regarding offers, mitigation, and pre-clearing proposed trial dates.

**Afternoon Docket**

All afternoon cases will be docketed at 1:30 p.m. The parties are to have communicated about the status of each case ahead of docket, including communications regarding offers, mitigation, and pre-clearing proposed trial dates.

**Case Priority**

Cases will be called in the order in which defendants check-in. The only exceptions will be interpreter matters and/or cases involving private attorneys.

**Victim Rights Act**

Pursuant to Section 13-10-104.5, C.R.S., beginning January 1, 2024, The Aurora Municipal Court will adopt protections and rights equivalent to those afforded to victims, victims' families, and witnesses pursuant to the "Victim Rights Act", part 3 of article 4.1 of title 24, as it relates to an act of domestic violence.

**Continuances**

The Court will grant one (1) continued Pre-Trial Conference (PTC) to accommodate continued investigation and/or negotiations. On the second PTC, if no disposition is reached, the court will require that the case be set for Motions, Trial Status, and Jury Trial. The parties are encouraged to continue working towards a disposition if practicable. The Court will accept a plea disposition at any time leading up to Trial Status. The Court will not accept dispositions the morning of trial without a showing of good cause.

Motions to add or amend charges will be considered by the Court prior to the case being set for trial and must be submitted in writing.

**Motions Hearings for Jury Trials**

A Motions Hearings date will be set **in every case** at the time that a Jury Trial is scheduled. The Motions Hearing date will be set approximately 45 days out**. All motions are to be filed within 30 days of the jury trial date**. This includes any motions related to discovery, as well as any substantive motions in *limine*. **All responsive motions must be filed within 10 days of receipt of the original motion**. Motions are to be filed directly into the assigned trial division, and an electronic copy is to be provided to the court using the division specific email provided below (see “Contact Information” below). Proposed motions exhibits may be provided to the court for review ahead of the Motions Hearing date by notice of deposit to the court. Upon written stipulation, the parties may request to vacate the Motions Hearing date and proceed to Trial Status. The Motions Hearing date is a bond return date and mandatory appearance date for the defendant unless counsel provides the Court with a written waiver.

**Jury Trial Scheduling**

The Court will offer parties a Tuesday or Thursday date approximately 60 days out for Jury Trial.

**Jury Trial Status**

Trial Status will be held each Wednesday at 9:00 a.m. to address the following week’s trials. Trial Status will be a mandatory, in-person appearance for counsel and pro se litigants. Defendants who are represented by counsel, must be present for any plea dispositions.

Parties are to appear in-person for Trial Status unless the Court grants a request for virtual appearance with a showing of good cause. The City shall notify the Court of any victims wishing to appear virtually pursuant to the Court’s *Standing Order-Live Remote Observation of Court Proceedings and Virtual Hearings & Appearances.*

If more than one case announces ready for any given trial date, the Court will finalize a trial priority list based upon input from both parties. If more than one case has announced ready, another trial division may be utilized at the Court’s discretion.

**Jury Trial**

The Jury Trial docket will begin at 8:00 a.m. on Tuesdays and Thursdays. The parties are responsible for the scheduling and timing of their witnesses. The Court will not entertain delays due to witness unavailability.

**Jury Trial Evidence**

The Court expects that all trial evidence, including audio/video evidence, will be prepared for use prior to the start of the Jury Trial. The Court will not entertain breaks for counsel to prepare trial evidence. Similarly, all trial evidence is to be properly marked prior to being tendered for admission.

Each courtroom is equipped with a monitor and HDMI cable. Parties are expected to provide their own personal computer or other device for presenting electronic exhibits.

**Jury Instructions**

Any proposed affirmative defense instruction or instruction that is not included in the Court’s stock jury instruction packet, shall be tendered to the Court and counsel as soon as practicable prior to the jury instruction conference. A hard copy of the instruction is to be provided in Word format and in font style Courrier New (size 12). A theory of defense instruction may be tendered under seal, or at any time prior to the jury instruction conference.

**Timeliness**

The court expects the parties to be on time for all scheduled court appearances.

**Decorum**

Pursuant to the Colorado Rules of Professional Conduct, “A lawyer should demonstrate respect for the legal system and for those who serve it, including judges, other lawyers and public officials.” The Court will not tolerate inflammatory or disparaging remarks toward staff, the judge, opposing counsel or members of the public present in the courtroom.

**Contact Information:**

Division 1: aurorajurydiv1@auroragov.org

Judge: Dion Arguelles

Court Reporter: Erica Yglesias

Courtroom Assistant: Nyeda Wiggins

Division 2: aurorajurydiv2@auroragov.org

Judge: Peter Frigo

Court Reporter: Mindy Wolf

Courtroom Assistant: Vanessa Viramontes

Division 4: aurorajurydiv4@auroragov.org

Judge: Shelby Fyles

Court Reporter: Renee White

Courtroom Assistant: Heather McWain