

**NORTHGLENN MUNICIPAL COURT
ADAMS COUNTY, STATE OF COLORADO**

ADMINISTRATIVE ORDER: 19-01*

Subject: DISCOVERY

**This order replaces all previous versions of the Court's Standing Order Regarding Discovery.*

THE COURT HEREBY ORDERS:

The Northglenn Municipal Court is governed by the Colorado Municipal Court Rules of Procedure ("C.M.R.P"). C.M.R.P Rule 216 provides:

Upon motion of a defendant or upon a court's own motion at any time after the filing of the complaint or summons and complaint the court may order the prosecution to permit the defendant to inspect and copy or photograph any books, papers, documents, photographs, or tangible objects that are within the prosecution's possession and control, upon a showing that the items sought may be material to the preparation of the defense and that the request is reasonable.

If a Defendant meets the requirements under Rule 216, the Court must have a procedure in place to verify a Defendant did receive court ordered discovery. Therefore, the Court sets forth the following procedure for dissemination of discovery.

1. The Defendant or the Defendant's attorney must file a written motion to request discovery. The Court staff may provide the Defendant with a blank motion as attached to this form. This written motion will allow the Court to better track the timing of a discovery request. No discovery requests may be made verbally unless the Defendant is before the judge on the record.
2. The Court will only provide discovery to the Defendant, the Defendant's attorney, or the Defendant's parent or guardian if the Defendant is a juvenile. The Court will not provide discovery to any other party, even if that party is a witness to the case. If the Defendant requests photographs, the court may provide hard copies to the Defendant or the court may provide the requested material via a USB drive.
3. Prior to providing the Defendant, the Defendant's Attorney or the Defendant's parent or guardian, the Discovery prepared by the Clerk, along with the Motion for Discovery and the Discovery Worksheet will be sent to the Municipal Prosecutor. The Municipal Prosecutor will review and approve that the Discovery prepared by the Court Clerk can be provided to the Defense.
4. The Defendant, the Defendant's Attorney or the Defendant's parent or guardian shall be charged for discovery at the rate of \$0.25/page, \$0.75/color photo and \$8.00/USB

drive. These fees are authorized by Colo. Rev. Stat. § 24-72-306 (1) and § 13-32-104 (1)(a).

5. Discovery will not be provided until the Defendant has paid for discovery in full. The fees may be waived if the Court determines the Defendant is indigent.
6. Once discovery is provided, it will be noted on the Register of Actions with the date it was provided to the Defendant.

So ordered this 16th day of July 2019.

/s/ Amanda Bailhache _____

**Amanda Bailhache
Northglenn Municipal Court Judge**