

---

STATE OF COLORADO  
SECRETARY OF STATE  
Administrative Hearing Office  
1700 Broadway, Suite 550  
Denver, CO 80290

---

Case number: 2025 AHO 02 (Notary)

---

IN THE MATTER OF:

THE SECRETARY OF STATE OF THE STATE OF COLORADO,

Petitioner

v.

WYATT COLON LOSS, NOTARY PUBLIC, ID NO.: 20174040043,

Respondent

---

### **SCHEDULING ORDER**

---

1. The charges in this case were filed March 13, 2024 in the Office of Administrative Courts where it was assigned the docket number OS-2024-0001. Pursuant to Rule 3.18 of the General Policies and Administrative Rules (GPAR), 8 CCR 1505-3, as amended October 9, 2024, the case was transferred to the Administrative Court of the Colorado Secretary of State.

2. As a first matter, counsel are requested to use the form of the caption above, and not the caption in table format more generally used in the OAC and in Colorado civil and criminal courts. The reason for this is that there are accessibility requirements imposed upon agencies by HB21-1110, and using a simpler caption that doesn't look like a hop scotch grid enhances the ability of people with sight limitations to read pleadings.

3. I am the Hearing Officer assigned to hear this case. While the Order of Transfer was signed by the ALJ on February 24, 2025, our court did not receive the pleadings until last week, and I have only read them today. Trial in the case was set by the

---

OAC for May 5, 2025. Trial will occur that day, but the start time will be 10 AM and the hearing will be held in the hearing room of the Secretary of State at 1700 Broadway, Suite 550, Denver, Co 80290.

4. **Answer date.** The unsigned April 15, 2024 paper filed by Respondent in the OAC under the heading “Notice of Duty to Answer” does not meet the requirements of a proper “Answer” to the charges. The controlling rules in this case are the GPARs and the Colorado Rules of Civil Procedure. Respondent shall file an Answer to the March 13, 2024 Notice of Charges and Complaint that meets the requirements of GPAR 3.6 and C.R.C.P. Rule 12 on or before April 11, 2025.

5. **Prehearing Statements** in accordance with GPAR 3.11 and setting forth the matters and detail in Appendix A of the Rule shall be filed no later than 5:00 PM Friday, April 18, 2025.

- a. **Exhibits exchanged.** Exhibits of the parties are to be exchanged and provided to the Administrative Court Clerk on the same date that Prehearing Statements are filed. The email address of the Clerk is set forth below.
- b. **Exhibit format.** Exhibits of the parties are also to be filed with the Administrative Court Clerk on the same date as the Prehearing Statements. Each party shall put its exhibits in a single pdf file, with each exhibit labeled (with the Petitioner using numbers and the Respondent using letters) and bookmarked within the pdf file. The exhibit “labels” must contain the exhibit number or letter, the hearing date and the case number.
- c. **Trial Efficiencies.** Include an estimate of time needed for direct examination of each witness in each parties’ case in chief, as well as the amount of time required to try the case.

6. No later than Friday, April 25, 2025 at 5:00 PM, the parties shall file a single exhibit list, noting stipulations as to admissibility and objections by the parties, using the template that will be provided by the Administrative Court Clerk on request.

7. Hearing in this matter, pursuant to §24-4-105, C.R.S. is hereby scheduled for Monday, May 5, 2025 at 10:00 AM in the hearing room of the Secretary of State at 1700 Broadway, Suite 550, Denver, Co 80290.

---

8. If these dates are not completely unworkable for counsel, contact Administrative Court Clerk Nathan Borochoff-Porte at (303) 894-2200; x6136 or by email at [administrativehearingofficer@coloradosos.gov](mailto:administrativehearingofficer@coloradosos.gov) to request a status conference on Microsoft Teams sometime next week.

**SO ORDERED** this 27<sup>th</sup> day of March 2025.



---

Macon Cowles, Hearing Officer



---

CERTIFICATE OF SERVICE

The undersigned hereby certifies that one true copy of this Scheduling Order was sent via email on March 28<sup>th</sup>, 2025 to the following:

Kendra L. Yates, Esq.  
Assistant Attorney General  
1300 Broadway, 6<sup>th</sup> Floor  
Denver, Colorado 80203  
(720) 508-6358  
[Kendra.yates@coag.gov](mailto:Kendra.yates@coag.gov)  
*Counsel of Record*

Melissa A. Wiese, Esq.  
GORDON & REES LLP  
555 Seventeenth Street, Ste. 3400  
Denver, Colorado 80202  
(303) 534-5160  
[mwiese@grsm.com](mailto:mwiese@grsm.com)  
*Attorneys for Respondent*

*N. B. Porte*

---

Nathan Borochoff-Porte, Administrative Court Clerk