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

Case number: 2025 AHO 01 (Notary)

IN THE MATTER OF:

THE SECRETARY OF STATE OF THE STATE OF COLORADO,

Petitioner

v.

PATRICIA HOBDY, NOTARY PUBLIC, ID NO. 20024023185,

Respondent

SCHEDULING ORDER

1. 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 state agencies by 24-85-103, C.R.S. and upon litigants in cases like this that fall under the General Policies and Administration Rules (GPAR) in 8 CCR 1505-3. See, GPAR Rule 3.5.2. Using a simpler caption that doesn't look like a hopscotch grid enhances the ability of people with sight limitations to read pleadings.

2. **Rules applicable to notary proceedings.** The rules that apply to this case are the GPARs and the Colorado Rules of Civil Procedure.

3. **Dispositive motions** are to be filed on or before May 1, 2025, with responses to the motions filed by May 15 and replies by May 22.

4. **Prehearing Statements** in accordance with GPAR 3.11 and Appendix A of the Rule shall be filed no later than 5:00 PM May 29, 2025. Prehearing statements shall include:

I. PENDING MOTIONS. A list of all outstanding motions that have not been ruled upon by the hearing officer.

II. STATEMENT OF CLAIMS AND DEFENSES. A concise statement of all claims or defenses asserted by all parties, together with all matters in mitigation or aggravation.

III. UNDISPUTED FACTS. A concise statement of all facts that the party contends are or should be undisputed.

IV. DISPUTED ISSUES OF FACT. A concise statement of the material facts that the party claims or concedes to be in dispute.

V. POINTS OF LAW. A concise statement of all points of law that are to be relied upon or that may be in controversy, citing pertinent statutes, regulations, cases and other authority. Extended legal argument is not required but may be reserved for a trial brief at the option of the party.

VI. WITNESSES. The name, address and telephone number of any witness or party whom the party may call at hearing, together with a detailed statement of the content of that person's testimony.

VII. EXPERTS. The name, address and brief summary of the qualifications of any expert witness a party may call at hearing, together with a statement that details the opinions to which each expert is expected to testify. These requirements may be satisfied by the incorporation of an expert's resume or report containing the required information.

VIII. EXHIBITS. A description of any physical or documentary evidence to be offered into evidence at the hearing.

- 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 agency 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.

IX. STIPULATIONS. A listing of all stipulations of fact or law reached, as well as a listing of any additional stipulations requested or offered to facilitate disposition of the case.

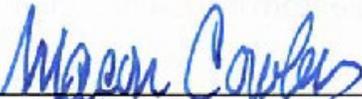
X. TRIAL EFFICIENCIES. An estimate of the amount of time required to try the case.

5. **Joint Exhibit List.** No later than June 2, 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.

6. **Motions in limine** are to be filed no later than June 2, 2025 at 5:00 PM.

7. Hearing in this matter, pursuant to §24-4-105, C.R.S. is hereby scheduled for June 9, 2025 at 10:00 AM in the hearing room of the Secretary of State at 1700 Broadway, Suite 550, Denver, Co 80290. The start time is an hour later than had been scheduled in the OAC proceeding.

SO ORDERED this 31st 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 April 1st, 2025 to the following:

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Nathan Borochoff-Porte, Administrative Court Clerk