

## TEAM SUBJECT MATTER

### BUSINESS TEAM

Agriculture  
Banks and Other Financial Institutions  
Consumer and Commercial Transactions  
Corporations and Other Business Associations  
Health and Environment  
Gaming  
Health Care and Hospitals  
Insurance  
Labor and Industry  
Motor Vehicles and Traffic Regulation  
Natural Resources  
Parks and Recreation  
Professions and Occupations  
Public Utilities  
Solid Waste  
Water Law  
Workers' Compensation

### GOVERNMENT TEAM

Appropriations  
Capital Development  
Economic Development and Tourism  
Elections  
Fiscal Policy  
General Assembly  
Lottery  
Public Employees Retirement Association  
Real and Personal Property  
School Finance  
State Departments and Agencies  
State and Local Government  
Taxation  
Transportation

### LAW TEAM

Behavioral Health  
Children and Domestic Matters  
Civil Law  
Corrections  
Courts  
Criminal Law and Procedure  
Education  
Health and Public Assistance Programs  
Higher Education and Postsecondary Training  
Human Services  
Juvenile Law  
Military and Veterans Affairs  
Probate and Trusts

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## Team Subject Matter (cont.)

### PUBLICATIONS TEAM

Publication of the Colorado Revised Statutes  
Publication of Session Laws of Colorado  
Distribution of the Colorado Revised Statutes and Session Laws to state and local government agencies  
Publication of the Digest of Bills  
Review and Enrolling of Bills  
Preparation of Annotations

### ADMINISTRATION TEAM

Assist members of the General Assembly with intake of proposed legislation requests  
Process state agency promulgated rules and regulations  
General support staff to General Assembly and Office of Legislative Legal Services  
Provide general legal research  
Custodians of legislative records on bills, resolutions, and memorials drafted by the Office



### EMPLOYMENT OPPORTUNITIES

The Office of Legislative Legal Services accepts resumes from qualified applicants on an ongoing basis. Persons interested in applying for professional positions may send a resume and cover letter to:

## Office of Legislative Legal Services

Attn: Office Manager  
State Capitol Building  
200 East Colfax Ave., Room 091  
Denver, CO 80203

Office of Legislative  
Legal Services



The Office of Legislative Legal Services is the non-partisan, in-house counsel for Colorado's state legislature. The Office writes laws, produces statutes, reviews administrative rules, comments on initiated measures, and serves as a resource of legislative information for the public. Our vision is to serve the Colorado General Assembly and its citizens, providing these services with excellence, to forward the cause of effective self-government.

Office of Legislative Legal Services  
Colorado General Assembly

### Dan Cartin, Director

State Capitol Building  
200 East Colfax Ave., Room 091  
Denver, CO 80203  
303-866-2045 ❖ Fax: 303-866-4157  
E-mail: [olls.ga@state.co.us](mailto:olls.ga@state.co.us)

# Office of Legislative Legal Services

## Duties and Responsibilities

- \* Drafting Services
- \* Review and Enrolling of Bills
- \* Publication Services
- \* Review of Administrative Rules
- \* Review of Initiatives
- \* Legislative Records
- \* Coordination of Litigation

## Bill Drafting and Session Work

The Office of Legislative Legal Services prepares the bills, resolutions, and memorials introduced in each General Assembly, as well as most amendments and all conference committee reports.

- Bill requests may be made only by members of the General Assembly or the Governor.
- All requests received by the Office are confidential until introduction and not discussed or released without permission.
- Each bill or resolution is drafted by a staff attorney or legislative assistant and is reviewed by other staff members for format, grammar, and legality before introduction.
- The Office is responsible for the review of all bills and amendments after they are passed by either house in order to identify conflicting bills and any technical or substantive problems.
- The Office also assists the House and Senate in proofreading and preparing the final enrolled acts for official signatures.



Hall of Fame stained glass windows



View from the observation gallery

## Publication Services

The Office of Legislative Legal Services is directed by statute to prepare the Digest of Bills, Session Laws of Colorado, Red Book, and Colorado Revised Statutes for publication and distribution following each legislative session. These publications are available in both print and electronic formats (available at [www.leg.state.co.us](http://www.leg.state.co.us)).

- The **Digest of Bills** contains a summary of all the bills enacted at each legislative session. It is published upon adjournment of the legislative session.
- The **Session Laws of Colorado** contains all the final versions of the acts passed at each session, as well as select resolutions and memorials, and all initiated and referred measures passed by a vote of the people.
- The **Red Book** is a detailed listing of all the changes made to Colorado's laws each session and cross references bill numbers to the statute sections affected.
- The **Colorado Revised Statutes** contain all state laws of a general and permanent nature and are compiled and edited each year by the Revisor of Statutes and Office staff, under the supervision of the Committee on Legal Services. The statutes include historical information in the form of source notes, editor's notes, cross references, and, as appropriate, annotations of court decisions.

## Review of Administrative Rules

The Office of Legislative Legal Services is responsible for implementing the statutory provisions for legislative review of administrative rules and regulations.

- Every rule or regulation adopted or amended by an executive agency is reviewed to determine if the rule is within the statutory power delegated to the agency and consistent with law.

- If the Office staff determines there may be a problem with a rule, the rule is then reviewed by the Committee on Legal Services at a public meeting.
- After each legislative session, the Office reviews existing rules to determine if there may be a conflict with newly enacted laws.

## Review of Initiatives

Anyone who wishes to initiate an amendment to Colorado's constitution or state statutes is required to submit a rough draft of the measure to the Office of Legislative Legal Services and the Legislative Council Staff office.

- Staff reviews the proposed initiative and prepares written comments for discussion with the measure's proponents at a public meeting.
- The director of the Office or the director's designee sits on the Ballot Title Board. The Board is responsible for drafting and adopting each measure's ballot title.

## Coordination of Litigation

The Office of Legislative Legal Services, acting under the direction of the Committee on Legal Services, coordinates litigation involving the General Assembly.

- The Office serves as a conduit between the Committee and outside legal counsel.
- Staff attorneys may assist retained counsel in the preparation of briefs and other legal research and writing.

## Legislative Records

The Office of Legislative Legal Services maintains legislative records on bills, resolutions, and memorials drafted by the Office.

## Other Services

- Performs legal research for legislators.
- Provides legal assistance with contracts or other General Assembly business.
- Participates in special projects for the General Assembly.
- Assists legislative committees as needed.



Capitol building rotunda