

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
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
School Finance

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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, resolu-
tions, 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

Sharon Eubanks, 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
leg.colorado.gov/agencies

Office of Legislative Legal Services

Duties and Responsibilities

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

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 editor 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 leg.colorado.gov).

- The **Digest of Bills** contains a summary of all the bills enacted at each 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 state statutes or constitution 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.



Capitol building rotunda

Other Services

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