

<p>NINTH JUDICIAL DISTRICT, COLORADO  Court Address:       Garfield County Courthouse                                109 Eighth St., Suite 104                                Glenwood Springs, Colorado 81601</p> <p>Phone Number:       970-928-3065</p> <hr/> <p>ADMINISTRATIVE ORDER</p>	<p><input type="checkbox"/> COURT USE ONLY <input type="checkbox"/></p>
<p>The Honorable James B. Boyd</p>	<p>Administrative Order 17-</p>
<p align="center"><b>ORDER: OPERATIONS DURING COVID-19 PERIOD</b></p>	

Do not enter the courthouse if

you have been diagnosed with COVID-19 (“Novel Coronavirus”) and you have not received a subsequent test confirming that you are currently virus-free;

you have been in direct contact with someone who has been diagnosed with COVID-19 within the past fourteen days;

you are experiencing a fever, cough, shortness of breath, or any other respiratory illness symptoms; or

you have been in direct contact with someone who is experiencing flu-like symptoms.

If any of these three criteria apply, please call the clerk’s office of your respective county to reschedule your court date or to request to appear by telephone or to receive further instructions.

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Jury Trials: Cancellation and rescheduling of jury trials are governed by the Order of the Chief Justice of the Colorado Supreme Court entered on March 16, 2020 (copy attached).

For the duration of the Chief Justice Order, cases shall be managed and set so that in-person court proceedings are limited to essential matters as defined in the Chief Justice Order and to matters where the presiding judge determines the proceedings are necessary to prevent a substantial risk of imminent financial hardship or imminent risk to the health, safety or welfare of any individual or the community at large. Except for jury trials, this order by itself does not change any settings; specific changes shall only be by order of the judge presiding over a particular case.

Unless extended or shortened by further order, the following shall apply to all proceedings through April 2020:

Criminal Docket Days: To the greatest extent possible, proceedings on criminal

docket days will be limited to cases involving essential functions and cases ready for substantive action with an imminent need as defined in the Chief Justice Order. For continuances, you are directed to seek a continuance by written motion filed prior to the docket day. Continuances up to 45 days may be granted as a matter of routine by the presiding judge and may be granted on the motion of the judge. Presiding judges may stagger their dockets or modify appearance times to reduce the number of people in courtrooms at any one time.

**Criminal Advisements:** Criminal Advisements shall be conducted by video conference.

**Non-Essential Proceedings:** Proceedings not designated as essential by the Order of the Chief Justice of the Colorado Supreme Court entered on March 16, 2020 shall be limited to phone appearances or shall be continued by the presiding judge for individual cases to the greatest extent possible. If no order has been entered in a specific case, counsel or parties if they do not have counsel shall contact the clerk's

office for instructions. Judges presiding over individual cases shall determine if a matter must proceed to an in-person hearing because of an imminent need as defined in the order of the Chief Justice. For matters that proceed to an in-person hearing, presiding judges shall impose procedural requirements that satisfy health guidelines recommended by the Judicial Branch, including “social distancing”, as much as possible. Subject to constitutional requirements, following is an example of a potential procedural order:

The participants at the hearing will be limited solely to the attorneys, the parties, law enforcement if required, victims, and essential witnesses. No other members of the public will be admitted, consistent with the Chief Justice's Order issued March 16, 2020, and any governing county's restrictions on access to public buildings. All participants and witnesses must maintain a minimum 6 foot separation from each other at all times, including use of the elevators. Any exhibits must be filed electronically prior to the hearing. When any witness has finished his or her testimony they must leave the building immediately. There will be no bench conferences, and no exhibits will be accepted at the bench. Attorneys may not leave the lectern or counsel tables during the hearing. Each participant must bring sanitary alcohol wipes and alcohol hand lotion to the hearing. Filter masks will not be provided, but the court strongly suggests participants bring their own masks if they are in any high risk group. If any participant is experiencing any flu or cold symptoms they will not be permitted to enter the courthouse. The interpreter services will be provided by telephone, and the headset devices will not be used. This will cause delays in the hearing process. The attorneys

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should adapt their presentations to account for the interpreter delays. This order is entered pursuant to The Supreme Court's Order Regarding COVID-19 and Operation of Colorado State Courts, entered March 16, 2020, by Chief Justice Coates.

Clerk's offices: All are directed to seek assistance from the Court Clerk offices and other court staff by telephone whenever possible. When a personal appearance is necessary, to maintain a safer distance, you may be directed to confer from behind a line or from a specific location. All filings by attorneys shall be made electronically through ICCES for case types in the ICCES system. For self-represented filings, you may be directed to place the filings in a drop box at the Clerk's office.

Depending on local circumstances, some clerk's offices may be closed to in-person service except for matters prearranged by phone.

The services listed below will be provided by telephone only.

SRLC, Self-Represented Litigant Coordinator

FCF, Family Court Facilitator

Collections Investigator

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Probation Services: All are directed to seek assistance from probation offices by telephone whenever possible. Probation clients shall be supervised in a modified manner as directed by the Chief probation Officer and probation supervisors.

Presiding judge orders: In individual cases, the presiding judge has the authority to enter orders to address issues specific to the needs of the case so long as those orders are not less restrictive than the mandatory procedures for all cases set forth in this order or in the Order Regarding COVID-19 and Operation of Colorado State Courts entered on March 16, 2020, by the Chief Justice of the Colorado Supreme Court.

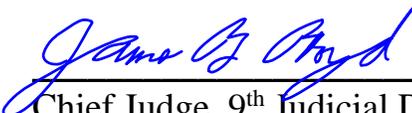
Circumstances have changed rapidly and may continue to do so. This order may be modified or updated frequently. All are encouraged to check regularly the 9<sup>th</sup> Judicial District homepage located on the website for the Colorado Judicial Branch ([www.courts.state.co.us](http://www.courts.state.co.us)) for the latest information. To access this homepage, use

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the drop-down menu for “courts”, click on “courts by district”, and then click on  
“9<sup>th</sup> Judicial District.”

Done on March 17, 2020.

BY THE COURT

  
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Chief Judge, 9<sup>th</sup> Judicial District