

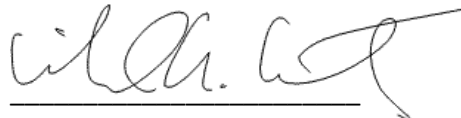
| | |
|--|--|
| DISTRICT COURT, CITY AND COUNTY OF DENVER, COLORADO 1437 Bannock St. Denver, Colorado 80202 | <p style="text-align: center;">▲ COURT USE ONLY ▲</p> |
| ADMINISTRATIVE ORDER NO. 2020-08 | |
| <p style="text-align: center;">CHIEF JUDGE ORDER REGARDING SECOND JUDICIAL DISTRICT JURY CALL AND TRIAL PROCEDURES IN RESPONSE TO THE COVID-19 PANDEMIC</p> | |

This Order is issued to provide guidance to summoned jurors, attorneys, litigants, and all others associated with any jury trials in the Second Judicial District in light of the public health risk posed by the Novel Coronavirus (“COVID-19”). Further, this Order shall replace Chief Judge Order 2020-04 (A) dated May 6, 2020. This Order shall be construed consistently with the July 24, 2020 Order of Colorado Supreme Court Chief Justice Nathan Coats, Updated Order Regarding COVID-19 and Operation of Colorado State Courts.

Pursuant to the authority granted to me in CJD 95-01 and in the Chief Justice’s Updated Order Concerning Court Operations issued July 24, 2020, it is hereby ORDERED, until further modification of this order, that jurors will be summoned and assembled for jury trials in the Second Judicial District according to the attached plan labeled Jury Call and Trial Procedures in Response to the COVID-19 Pandemic.

Dated this 2nd day of August, 2020.

BY THE COURT:



MICHAEL A. MARTINEZ
Chief Judge

SECOND JUDICIAL DISTRICT
STATE OF COLORADO
DENVER COUNTY



Jury Call and Trial Procedures in Response to the COVID-19 Pandemic

I. PREPARING TO RESUME JURY TRIAL OPERATIONS

Introduction:

As we prepare to resume jury trials in the 2nd Judicial District (2nd JD), the Court has implemented significant measures to ensure the safety of the public and staff.

It is our intent to resume jury calls in progressive phases. A strategic plan will allow us to monitor community status of COVID-19, gather information, ensure facility and staff preparedness, procure and maintain a sufficient supply of PPE, monitor and refine social distancing measures, and obtain feedback from participants, including jurors, that will inform procedural modifications and improvements.

For the first phase, we obtained a waiver for, and successfully conducted, two District Court Criminal jury trials the week of 7/20/20. For Phase II, Aug. 3 – 28, we will conduct two jury calls for District Court Criminal/Civil each Monday and Tuesday, two County Court Criminal/General Sessions jury calls each Wednesday and Thursday, and one jury call for District Court Juvenile. We will closely monitor these jury trials and evaluate plans to implement subsequent phases throughout the process. We will seek to obtain feedback and suggestions from our jurors and other participants and use that information to refine the process for future jury calls. We will closely monitor state and local public health orders and guidelines, mindful of the health safety of our jurors and staff.

A. Strategy – Phased Implementation

1. Soft start 7/20 (jury trial waiver obtained 6/30/20)
2. Jury trials resume in the 2nd Judicial District, starting Aug. 3rd
3. Phased start
 - a. Phase 1: June 22 – July 31
 - b. Phase 2: August 3- 28
 - c. Phase 3: August 31 – October 2nd
 - d. Phase 4: October 2 – further notice
4. Prioritize District Court Criminal cases Mon/Tues/Fri
5. Prioritize County Court Criminal/General Sessions cases Wed/Thurs
 - a. County Court Civil/Traffic plan TBD
6. Prioritize District Court Juvenile cases Wednesday afternoons

- a. Juvenile Court trials will start with one dedicated Wednesday afternoon in August.
 - b. Juvenile Court needs will be monitored over time and additional jury calls may be added in September and beyond.
- 7. Trailing Dockets
 - a. District Court Criminal – ideally, there will be a trailing docket of 3-4 CR trials per jury call.
 - b. District Court Civil trials will trail on Mon/Tues. If both available panels are not utilized for Criminal matters, jury panels will be available for Civil trials. Ideally, there will be a trailing docket with 1-2 trials per jury call.
 - c. District Court Juvenile – ideally, there will be a trailing docket of 1-2 JV trials per jury call.
- 8. Probate Court trial plan TBD
- 9. Explore outside venues with larger seating capacity for phase 3 and beyond
 - a. We have identified and evaluated several options, but they are not viable at this time. These options may be revisited in case of emergency.

B. Considerations

- 1. Gathering size and social distancing
 - a. Pursuant to the Colorado Dept. of Public Health and Environment Eighth Amended Public Health Order 20-28 Safer at Home and In the Vast, Great Outdoors, dated 6/30/20, social distancing will be maintained, with 6' between jury trial participants for all stages of trial, from check-in to dismissal.
 - b. Gathering size and social distancing will be monitored and adjustments will be made over time as appropriate.
- 2. Social Distancing and space limitations
 - a. With 6' social distancing, there are severe space constraints at both the Lindsey-Flanigan Courthouse (LF) and the Denver City and County Building (CCB).
 - i. LF – Due to space limitations, for panels larger than 25, jury selection will be conducted in the jury assembly room.
 - i. For panels of 25 or less, jury selection can be conducted in the courtrooms as normal.
 - ii. CCB – Due to space considerations and A/V system limitations, jury selection for all trials will be conducted in designated courtrooms. The jury assembly room will be used as overflow room.
- 3. With 6' distancing and resulting space constraints, the number of jury calls that may be conducted will be severely restricted.

4. Juror appearance rates
 - a. Juror hardships related to the pandemic may impact appearance rates. Initial jury calls will be used to develop a new baseline for the number of jurors to be summoned.
 - b. Though we expected lower juror yields of an unknown percentage, appearance rates for the first two trials were in the normal range.
 - c. We will use this information to determine the number of summonses required to meet need for future jury calls. We will continue to monitor juror appearance rates and adjust accordingly.

II. PHASE 1: JUNE 22 – JULY 31 (*Successfully Completed)

- A. Soft start with 2 trials, the first on 7/20 and the second on 7/21
 1. Waiver drafted week of 6/22. Approval obtained 6/30.
 2. Refine overall plan and submit to Chief Judge and bench
 3. Meet with stakeholders and share plan details, request input
 4. Tour McNichols for possible outside venue alternative 7/1
 5. Stage jury assembly rooms at both buildings and check-in station at CCB for 1st trial on 7/21
 - a. The LF assembly room was staged with input from the Denver Sheriff's Department (DSD).
 1. Threat assessment requested by the Jury Commissioner's Office on 6/10. Received written threat assessment on 7/1. LF assembly room staged on 7/2.
 - b. With 6' distancing, LF assembly room holds 75 seats, with an additional 18 in the lounge.
 - c. CCB assembly room staged on 6/26. With 6' distancing, CCB assembly room holds 60 seats.
 6. Meet with Facilities at both locations to identify signage in restrooms, at security, and proper method of marking seats to avoid damage to furniture and carpet. Requested input on staging jury rooms and check-in station in CCB hallway outside courtrooms 209/215 for trial on 7/20.
 7. Meet with AV technician on 7/7 to set up assembly room for jury selection
 8. Update summons, voicemail, website messaging with COVID-19 information and safety measures.
 9. Update and post video with COVID-19 messaging (See section VI(B)2)
 10. Information gathering, plan enhancements
 - a. Data collection will inform future modifications, summons alterations, additional calls, etc.
 11. Debrief with judicial officers and staff on 7/28, following initial trials
 - a. Adjustments to process week of 7/27 based on feedback from participants in first two trials

12. District Court staff training on 7/29. County Court staff training throughout the week of 7/27.
13. Identify courtroom space at CCB appropriate for jury selection. Stage additional courtrooms for 6' distancing. (*ongoing process)

III. PHASE 2: AUGUST 3 – 28

- A. District Court CR/CV – Mon, Tues (8am)
 1. District Court CV trials will trail – jurors will be made available for CV matters if not needed for CR matters
 2. One jury call each day at LF, up to 75 jurors
 - a. Juror lounge will be used for bench conferences; not available for juror seating
 - b. There is no FTR in the LF assembly room – can be used for CV jury selection if a private court reporter is provided by the parties
 3. One jury call each day at the City & County Building, up to 60 jurors. Jurors will check in at the assembly room, then will be escorted to courtrooms by courtroom staff
 - a. Jury selection will take place at CCB in Civil courtrooms
 - b. CCB courtroom space is in the process of being identified and staged
 - c. With 6' distancing, maximum # of juror seats in CCB courtrooms is 25 - 35
 - i. For panels larger than 25-35, remaining jurors will be seated in the jury assembly room.
 - ii. Jurors seated in the assembly room will follow the proceedings via live WebEx feed, and will be instructed to remain alert, attentive and follow the proceedings as if they are in the same room as the judge, attorneys and other participants
 - d. After selection, the trial will move back to the judge's home courtroom at LF/CCB
- B. County Court Criminal (CR) and General Sessions (GS) priority – Wed, Thurs (8am, 10:00am)
 1. Two jury calls each day at LF, up to 95 jurors each call
 - a. Juror lounge will be available for seating, as jury selection will be conducted in the courtrooms
 2. CR 8am, GS 10:00am
 - a. First call at 8am is reserved for CR proceedings.
 - b. Pickup deadline for jurors from the 1st call is 9am. This is a hard deadline.

- i. If less than 2 jury panels needed for Criminal, GS judges will be permitted to select jurors from the first pool.
 - c. Cleaning/sanitizing of the jury room will occur between 9:00-9:30am
 - i. All surfaces, chairs, high touch points will be wiped down and seats will be readjusted to maintain 6' distancing
 - d. Check-in for 2nd call will begin at 9:30am
 - e. Second call at 10:00am is reserved for GS proceedings
 - f. Jurors will be available to pick up starting at 10:30.
 - g. Pickup deadline for 2nd call is 11:30am
 - i. Once all GS courtrooms have confirmed jurors are not needed for GS trials, jurors from the second call may be made available for CR trials
- C. Juvenile Court – Aug. 19th only (1pm)
 - 1. One jury call on Aug. 19th at LF, up to 75 jurors
 - 2. Jury selection details TBD; Jury staff will continue to collaborate with Juvenile Court PJ and CE

Phase 2 Reference Chart:

| <u>MONDAY</u> | <u>TUESDAY</u> | <u>WEDNESDAY</u> | <u>THURSDAY</u> | <u>FRIDAY</u> |
|--|--|--|--|--|
| District Court CRIMINAL | District Court CRIMINAL | County Court CRIMINAL, GENERAL SESSIONS | County Court CRIMINAL, GENERAL SESSIONS | District Court CRIMINAL |
| LF 8am 1 panel, up to 75 jurors CCB, 8am 1-2 panels, up to 60 jurors | LF 8am 1 panel, up to 75 jurors CCB, 8am 1-2 panels, up to 60 jurors | LF <u>only</u> 8am – Criminal 10:00am – General Sessions 2 calls, up to 95 jurors each call time | LF <u>only</u> 8am – Criminal 10:00am – General Sessions 2 calls, up to 95 jurors each call time | N/A |
| | | | | |
| District Court CIVIL, PROBATE | District Court CIVIL, PROBATE | District Court JUVENILE | | |
| Trailing District Court CR | Trailing District Court CR | LF <u>only</u> 1pm Aug. 19 th only | | |
| | | | | |
| District Court PROBATE | District Court PROBATE | | | |
| <i>TBD</i> | <i>TBD</i> | | | |

IV. PHASE 3: AUGUST 31 – OCTOBER 2 (*Ongoing Planning in Progress)

A. District Court Criminal

1. Add 8am call time at LF on Fri.
 - i. This requires additional discussion/planning
 - ii. Options include, but are not limited to:
 1. Utilizing Fridays as a first come, first served setting with a shared calendar for judges and courtroom staff to reference
 2. Limiting the number of trials set on Fridays
 3. Identifying a backup judge to cover dockets if a trial goes on a Friday
 4. Trials are not specifically set on a Friday, but priority trials may be moved from Mon/Tues to a Friday.
 - a. Attorneys, parties and court would need to be prepared to proceed to trial on a Friday instead of the normal Mon/Tues.
 - b. 1-2 trials a week may be moved to Fridays for jury selection
 - c. This may allow flexibility for trying cases on a priority basis
 - d. As Fridays are busy docket days, this requires further discussion and planning for coverage.
 - iii. District Civil may trail – additional discussion/planning required

B. County Court Criminal/General Sessions

1. Add 2nd call each Wed/Thurs at CCB at 8am
 - i. This requires additional discussion/planning to determine need and feasibility – will be considered as initial jury trials are completed

C. Juvenile Court – Sept. 9th and 23rd (1pm)

1. Two jury calls in Sept. at LF, up to 75 jurors
2. Transition to jury calls every other week starting Sept. 9th
 - i. This requires additional discussion/planning to determine need and feasibility – may be re-evaluated as initial jury trials are completed

Phase 3 Reference Chart:

Note: Phase 3 additional options denoted below in blue

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|--|---|---|--|
| District Court CRIMINAL | District Court CRIMINAL | County Court CRIMINAL, GENERAL SESSIONS | County Court CRIMINAL, GENERAL SESSIONS | District Court CRIMINAL |
| <p>LF, 8am 1 panel, up to 75 jurors</p> <p>CCB, 8am 1 - 2 panels, up to 60 jurors</p> | <p>LF, 8am 1 panel, up to 75 jurors</p> <p>CCB, 8am 1 -2 panels, up to 60 jurors</p> | <p>LF <u>only</u> 8am – Criminal 10:00am – General Sessions 2 calls, up to 90 jurors each call time</p> <p>CCB, 8am 1 call, up to 60 jurors</p> | <p>LF <u>only</u> 8am and 10:00am 2 calls, up to 90 jurors each call time</p> <p>CCB, 8am 1 call, up to 60 jurors</p> | <p>LF <u>only</u> 8am 1 panel, up to 75 jurors</p> |
| District Court CIVIL, PROBATE | District Court CIVIL, PROBATE | District Court JUVENILE | | District Court CIVIL |
| <p>Trailing District Court CR</p> | <p>Trailing District Court CR</p> | <p>LF <u>only</u> 1pm</p> <p>Transition to jury calls every other Wed. at 1pm starting Sept. 9th</p> | | <p>Trailing District Court CR</p> |
| District Court PROBATE | District Court PROBATE | | | |
| <i>TBD</i> | <i>TBD</i> | | | |

V. PHASE 4: OCTOBER 2 – UNTIL FURTHER NOTICE

A. Subject to evaluation and refining of overall plan in the weeks leading up to October. All operational plans will be evaluated and reconsidered, including but not limited to the following:

1. In addition to the calls at LF, utilize two staggered calls each Monday/Tuesday in the CCB jury assembly room for District Court
2. Allocate jurors for District Civil
3. Revisit plan for District Court Criminal and make alterations as appropriate
4. Consider adding staggered calls at CCB on Wed/Thurs for County Court Criminal/General Sessions
5. Revisit Juvenile plan for one call every other Wednesday

B. Factors impacting Phase 4:

1. COVID-19 status
2. Status of public health orders
3. Changes in gathering size limitations and social distancing considerations – static?
4. Civil, Probate, Traffic jury calls
5. Reconsider timing of phases after information gathering and analysis
6. Availability of viable off-site option for expanded panels
7. Trial readiness and actual need

VI. JUROR SUMMONS/DEFERRAL PERIOD

A. Juror Summonses

1. First summonses issued on 7/1 for the week of 7/20
2. Under normal circumstances, the 2nd JD issues juror summonses 5 weeks in advance. The lead time has been temporarily reduced to allow time for information gathering, monitoring, and to allow for first two trials to proceed prior to August 3rd. In the lead-up to normal operations, the district will work back up to issuing 5 weeks in advance.
3. Summons will include two separate COVID-19 alerts and direct jurors to website for further information, or to call or email the Jury Commissioner ([Appendix A](#)).
 - a. Jury Commissioner will respond to all juror inquiries within 1-2 business days

B. Website

1. Includes further details about COVID-19 and those who should not report, as well as safety precautions observed by the court for those who will be reporting.

2. Includes a link to an animated video with instructions to guide jurors who receive a jury summons. This video may be edited over time with information relevant to the 2nd JD.
3. Example:

PLEASE DO NOT REPORT FOR JURY SERVICE if any of the following apply:

You have recently tested positive for COVID-19, and you have not been symptom free for at least 72 hours.

You have been in direct contact with someone who has tested positive for COVID-19 within the past fourteen days.

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

If any of the above criteria apply, **do not report**. Instead, please contact our office immediately by phone at 720-337-0600 or email at denverjury@judicial.state.co.us to reschedule your service. Please allow 1 -2 business days for a response.

PLEASE MONITOR YOUR TEMPERATURE BEFORE REPORTING. For your individual safety, as well as that of your fellow jurors and court staff, monitor your temperature and do not report if you have a fever. If you have a temperature of 100.4 or higher, please **do not report**. Contact the Jury Commissioner by phone or email to re-schedule your service.

FACE COVERINGS WILL BE REQUIRED. Protect yourself and others by frequently cleaning your hands and avoid touching your eyes, nose, and mouth with unwashed hands. Please bring your own mask, writing utensils, gloves if desired, wipes, tissues, reading material, and water bottles with you. Bring only what you need in order to minimize time spent in security screening lines.

Your health and safety are important to us. Please view the below video for information about jury service during the COVID-19 pandemic:

https://connect.courts.state.co.us/jury_denver/

- C. Phone Message for Jurors Calling for Information or to Check the Reporting Range
1. Will include further details about COVID-19 and those who should **not** report.
 2. Example:

PLEASE DO NOT REPORT FOR JURY SERVICE if any of the following apply:

You have recently tested positive for COVID-19, and you have not been symptom free for at least 72 hours.

You have been in direct contact with someone who has tested positive for COVID-19 within the past fourteen days.

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

If any of the above criteria apply, **do not report**. Instead, please contact our office immediately using the contact information listed on your summons. **PLEASE MONITOR YOUR TEMPERATURE BEFORE REPORTING.** For your individual safety, as well as that of your fellow jurors and court staff, **do not report** if you have a temperature of 100.4 or higher. Contact us by phone or email to re-schedule your service.

D. Deferrals/Excusals Prior to Check-In and Jury Selection

1. During the pendency of the COVID-19 pandemic, a generous deferral policy will be observed. In general, deferral requests must be submitted at least 1 week prior. However, exceptions may be made on a case-by-case basis, especially for those with COVID-19 related concerns.
2. For COVID-19 related hardships, jurors may be postponed to a date within 6-12 months from the original appearance date. Late and 2nd or 3rd postponements may be approved in these situations on a case-by-case basis
3. COVID-19 related hardships that will be considered for exception under these special circumstances include the following:
 - a. Member of an at-risk group (65 years of age or older, immunocompromised)
 - b. Those living in the same household as a member of an at-risk group
 - c. Those exhibiting signs of illness (including, but not limited to, fever, shortness of breath, new loss of taste or smell, coughing, sneezing or other respiratory illness)
 - d. Those under voluntary or doctor-ordered quarantine
 - e. Health care workers, first responders, or long-term employer related hardships
 - f. Anyone who has recently tested positive for COVID-19 and has not been symptom free for at least 72 hours

VII. PRIORITIZING JURY TRIALS

- A. With limited availability of jury panels, it is necessary for judges to collaborate and determine order of priority before scheduled trial date

1. Fridays at **4pm**, 10 days prior to trial date, starting July 24 (time of day and method subject to Presiding Judge (PJ) preference)
 - a. District Court CR judges collaborate with PJ to determine order of priority
 - i. 3-4 priority CR trials may trail for each jury call (LF and CCB, for a total of 6-8)
 - b. District Court CV judges collaborate with PJ to determine trials to trail; ideally, 2-3 Civil trials will trail for each District Court jury call
 - c. Juvenile Court judges to collaborate with PJ to determine priority trials for all dedicated jury calls; ideally, at least one backup trial will trail
 - d. County Court jury panels will be allocated on a first-come-first-served basis on the day of trial
 - i. County Court CR judges to conduct pretrial conferences on Friday. Courtroom staff to confirm with Jury Commissioner (JC) by the end of the day on Friday which cases are scheduled to proceed to trial the following week
 - e. Probate Court TBD
2. District Court CR, CV, JV must confirm with JC no later than 12pm Friday which trials are scheduled to proceed the following week. County Court CR must confirm with JC no later than EOB.
 - a. Includes all trials scheduled for the following week, M-F, as well as trailing trials
- B. The judge presiding over the case going to trial will find coverage courtroom to handle all docket matters during the pendency of the trial. This will limit interruptions and assist in completing trials expeditiously.
- C. It is recommended for pretrial conferences to be set for all trials two to three weeks in advance. Until parties become familiar with trial procedures during the pandemic, it is recommended to schedule a final pretrial conference the week before the trial date, to include the lawyers, court reporter and bailiffs, to review jury selection and trial procedures.

VIII. JUROR ASSEMBLY

A. Signs at the Courthouses

1. At both the Lindsey-Flanigan Courthouse and the Denver City and County Building, signage has been posted with information relevant to COVID-19, including advisements regarding the importance of safety precautions such as frequently washing hands, not touching your face or mouth, restrictions on entering the building if exhibiting signs of illness, limits on the number of people

permitted in elevators at any time, where to stand/sit to maintain 6' social distancing, and how to access virtual courtrooms.

2. Additionally, the floors, juror queues, and all seating areas are marked with stickers and/or tape to maintain 6' social distancing, and there are signs posted throughout the building indicating that face coverings are required while inside ([Appendix B](#)).

B. Juror Entry into Courthouses

1. When jurors arrive at each courthouse, they will proceed through security and make their way into the jury assembly room for jury selection. All areas are marked for social distancing with stickers on the floors and stanchions guiding traffic.
2. Face coverings will be required to enter the building. If jurors do not have their own mask, one will be provided by security as supplies permit.

C. Juror Assembly at LF

1. Seating in the jury assembly room will be arranged and marked with signage or tape to maintain 6' social distancing. ([Appendix C](#))
2. One group of up to 75 jurors will be instructed to report at 8am to the jury assembly room. The doors will open at 7:00am (Mon and Tues) and 7:30am (Wed-Fri), and check-in will begin at that time, continuing until 8:30am or until we have assembled up to 75 jurors in the assembly room, whichever comes first.
 - a. On Wed/Thurs, a group of up to 95 jurors will be assembled, and a second group of 95 will be instructed to report at 10:00am
 - i. The deadline to pick up panels from the 1st call on Wed/Thurs is 9am. Cleaning and sanitizing of the jury room will take place between 9-9:30am, and check-in for the 2nd call will begin at 9:30am, continuing until 10:00am or we have assembled up to 95 jurors in the assembly room.
3. Jury staff will be stationed at the check-in counter. Staff will wear face coverings at all times. A plexiglass barrier has been installed on the counter to separate staff and members of the public. One person will collect and scan summons questionnaires. A second person will be available to direct traffic, triage the line, create Bailiff Reports, and sanitize the counter, pens, clipboards, etc. as needed.
4. Jury staff will keep extra masks, wipes, hand sanitizer and Kleenex on hand as supplies permit. A sanitizing wipes dispenser or foaming hand sanitizer dispenser will be placed in high traffic areas in the assembly room. Trash cans will be located throughout the room, and staff will monitor restrooms each day to ensure soap and paper towel dispensers remain full and appropriately stocked.
5. All magazines and shared community items have been removed from the jury assembly room.

6. All documents for jurors will be kept behind the counter and jury staff will distribute as needed.
 - a. Includes reimbursement request forms, juror service certificate instructions, RTD passes, etc.
7. Jurors will be advised to complete their summons questionnaires prior to arrival. ADA compliant counter space across from the check-in counter, plastic clipboards, and clean pens will be available for jurors who do not complete their summons questionnaires prior to arrival. Jury staff will provide a bin labeled “dirty pens and clipboards,” and once used, both will be cleaned by jury staff before placing back into rotation. Sanitizing wipes will be placed at the counter for jurors to wipe surfaces before using.
8. Jurors will be asked to place their completed summons questionnaires in a basket to limit person to person contact. Jury staff will retrieve summons questionnaires from the basket, review for completeness and accuracy, then scan and check jurors in.
9. After check-in, jurors will be assigned a seat number and will be instructed to proceed directly to that seat. Jurors will further be instructed to remain in the same seat for the duration of jury selection, and to return to it when leaving the room for breaks. Jury Commissioner staff will record seat numbers/names/juror numbers for each juror.
10. Sanitizing wipes, hand sanitizer and Kleenex will be available for jurors at the check-in counter. Jurors will be directed to restrooms in the assembly room to wash hands if needed.
11. Bathrooms in the assembly room will be available to jurors during down time and on breaks.

D. Juror Assembly at CCB

1. Seating in the jury assembly room will be arranged and marked with signage or tape to maintain 6’ social distancing. ([Appendix D](#))
2. With 6’ social distancing, the maximum number of seats in the CCB assembly room is 60.
3. The doors will open at 7:30am. Check-in will begin at that time, continuing until 9am or until we have assembled up to 60 jurors in the assembly room, whichever comes first.
4. Jury staff will be stationed at a check-in counter in room 426, adjacent to the jury assembly room. Staff will wear face coverings at all times. A plexiglass barrier will be placed on the counter to separate staff and members of the public. One person will collect and scan summons questionnaires. A second person will be available to direct traffic, triage the line, and sanitize the counter, pens, clipboards, etc. as needed.

5. Jury staff will keep extra masks, wipes, hand sanitizer and Kleenex on hand as supplies permit. Trash cans will be located throughout the room, and staff will monitor restrooms each day to ensure soap and paper towel dispensers remain full and appropriately stocked.
6. Jurors will be advised to complete their summons questionnaires prior to arrival. Plastic clipboards and clean pens will be provided for jurors who do not complete their summons questionnaires prior to arrival. Jury staff will provide a bin labeled “dirty pens and clipboards,” and once used, both will be cleaned and sanitized by jury staff before placing back into rotation.
7. Jurors will be asked to place their completed summons questionnaires in a basket to limit person to person contact. Jury staff will retrieve summons questionnaires from the basket, review for completeness and accuracy, then scan and check jurors in.
8. After check-in, jurors will be instructed to proceed directly to the next available seat, filling the room from front to back. Jurors will further be instructed to remain in the same seat for the duration of jury selection, and to return to it when leaving the room for breaks.
9. All documents for jurors will be kept behind the counter and jury staff will distribute as needed.
 - a. Includes reimbursement request forms, juror service certificate instructions, RTD passes, etc.
10. Bathrooms near the assembly room will be available to jurors during down time and on breaks.

IX. JURY SELECTION – LINDSEY-FLANIGAN

- A. For panels of more than 25, voir dire will be conducted from start to finish in the jury assembly room, which provides sufficient space for social distancing of a 75-person pool as well as necessary court staff, lawyers, and the defendant.
- B. All seats in jury assembly room will be placed at least 6’ apart, numbered in advance, and all members of the jury pool will be placed in a specific numbered seat.
- C. The jury assembly room will be configured with tables and seating for the court reporter, the judge, the attorneys, the defendant, and two courtroom staff, and they will be seated six feet apart from everyone else in the assembly room. Additionally, seating for a sheriff’s deputy, six feet from everyone in the assembly room, will be available.
- D. If space allows, limited standing room will be provided in the back of the jury assembly room for one to two members of the public to observe the proceedings. If all juror seats are not being used, seating for members of the public may be provided in the back of the jury assembly room. Members of the public may see Jury Commissioner staff for information regarding available space for members of the public. Note: we believe that

- having only limited space available for the public does not compromise the defendant's right to a public trial given the circumstances we are facing with the COVID-19 pandemic. *See Anderson v. People*, 490 P.2d 47, 48 (Colo. 1971) (the right to a public trial may be subordinated to the higher right and duty of the court to ensure that the defendant receives a fair trial, and finding that a bailiff's actions in restricting access to a courtroom dictated by limited space available was proper).
- E. Courtroom staff will be responsible for recruiting an additional bailiff to assist with jury selection process.
 - F. The jury commissioner will provide a list of jurors to courtroom staff with seat numbers written in.
 - G. Each potential juror will be directed to a specifically numbered seat by staff and will be asked to remain in that seat throughout the process, including returning to the seat if the juror leaves for a break. The jurors will be seated 6' apart, with the presumptive 25-person panel in the front rows and the remaining potential jurors in the rows behind the presumptive panel.
 - H. Courtroom staff will then populate an electronic jury selection spreadsheet, or virtual jury box, (allowing for virtual moving of jurors during the selection process) and will also, as backup, create a physical chart with each juror identified on a movable post-it note reflecting their location by numbered seat.
 - 1. Trial courtroom bailiff or judge will manage the virtual jury box and share the spreadsheet with the attorneys via Google docs. In this way, the parties will be able to monitor changes in real time.
 - 2. The second bailiff will manage and update the physical chart.
 - I. Everyone entering the jury assembly room will be required to wear masks, including court staff, lawyers, and the defendant.
 - J. Stationary microphone stands will be placed on either side of the jury assembly room. Jurors will be asked to move to the nearest microphone when responding to questioning. Jurors will be asked not to touch the microphone or microphone stand and will be instructed to keep their masks on when responding. If the juror removes the mask while speaking or mistakenly touches the microphone or microphone stand, courtroom staff will clean the equipment before the next juror approaches the microphone.

X. JURY SELECTION – DENVER CITY AND COUNTY BUILDING

- A. Voir dire will be conducted in a courtroom, which provides enough space for social distancing of 25-35 jurors, as well as necessary court staff, lawyers, and the defendant.

- B. Courtrooms 424 and 209 have been staged. Additional courtrooms to be used for this purpose will be identified and staging will be completed with facility approved signage/stickers and plexiglass.
 - 1. Note, we believe courtrooms on the 4th floor are best utilized for this purpose to limit movement of jurors between floors. They are also in close proximity to the jury assembly room.
- C. All parties will be seated 6' apart in the courtroom, and all available seats will be identified with signage in advance.
- D. Courtrooms will be configured with a desk and seating for the court reporter, the judge, the attorneys, the defendant, and a sheriff's deputy and they will be seated six feet apart from everyone else. Additionally, seating for two courtroom staff, six feet from everyone in the room, will be available.
- E. If space allows after staging with 6' distancing, limited seating or standing room will be provided for members of the public to observe the proceedings. Note, we believe that having only limited space available for the public does not compromise the defendant's right to a public trial given the circumstances we are facing. *See Anderson v. People*, 490 P.2d 47, 48 (Colo. 1971) (the right to a public trial may be subordinated to the higher right and duty of the court to ensure that the defendant receives a fair trial and finding that a bailiff's actions in restricting access to a courtroom dictated by limited space available was proper).
- F. Courtroom staff will be asked to pick up jurors from the assembly room in groups of 10 – 20, between 8:45-9:30am, escorting them to the courtroom in smaller groups to help maintain distancing between the assembly room and the courtroom.
 - 1. Note, this timing is subject to change if staggered calls are implemented to assemble more than 60 jurors for a given trial. Staggered schedule and details to be determined in late August/early September.
- G. The jury commissioner will provide a randomized list of jurors to courtroom staff.
- H. Courtroom staff will line up jurors in the hallway in the order they will be seated in the courtroom. Once lined up, courtroom staff will escort groups directly to courtroom, using the elevator and/or stairs if courtroom is on a different floor than the assembly room. Only two people will be permitted inside the elevators at a time.
- I. In the courtroom, each potential juror will be instructed to proceed directly to the next available seat, filling the room from front to back. Jurors will further be instructed to remain in the same seat for the duration of jury selection, and to return to it when leaving the room for breaks.
- J. Presumptive 25-person panel will be seated in the gallery pews, with the remaining potential jurors seated in the jury box and well or the jury assembly room. If seating

more prospective jurors than space allows in the courtroom with social distancing, remaining jurors will be seated in the jury assembly room.

1. An extra 7 seats may be allocated for jurors in the jury box. These may remain empty until a juror comes from the “overflow” room to replace an excused juror.
 2. Mapping/staging of these courtrooms is still in progress. Updates may be necessary once staging is complete.
- K. Jurors in the assembly room, or “overflow” room, will follow the proceedings live via WebEx audio/video feed. Jurors will be instructed to listen actively and take part as if they are in the same courtroom as the judge. A bailiff will monitor the room and help jurors fill seats as others are excused, directing them to the trial courtroom as appropriate.
- L. Courtroom staff will create a physical chart with each juror identified as normal. Some may use an electronic sheet. Others may opt for a movable post-it note reflecting juror names/seat numbers.
- M. Courtroom staff will be responsible for recruiting a second bailiff to assist with jury selection process. This is especially important at CCB, as one bailiff will be needed in the trial courtroom, and a second Bailiff will be assigned to monitor jurors in an alternate location and must be available to communicate with the judge and bailiff in the trial courtroom. Issues such as audio problems or questions from jurors may arise, and a bailiff must be available to triage/communicate with the judge.
1. Jury staff may be available to assist with this task, but courtroom staff should make every effort to find a volunteer law clerk/CJA to assist.
- N. Everyone entering the courtroom will be required to wear masks, including court staff, lawyers, and the defendant.
- O. At the judge’s discretion, counsel may conduct voir dire, argument and witness examination from their own counsel table, or from a podium near the Bench. If using a shared podium, a plastic baggie may be placed over the microphone, and counsel will be responsible for changing the baggie before each use.

XI. INITIAL JURY ORIENTATION AND VOIR DIRE

A. Initial Orientation:

1. The standard jury orientation video will be looping as jurors are seated in the jury assembly room.
2. Before voir dire starts, the Chief Judge or a designated representative may provide a personal welcome and thanks to jurors, as well as a broad overview of procedures that have been implemented for juror safety.

3. The jury commissioner will conduct an abbreviated orientation addressing parking, public transportation passes, etc.

B. Voir Dire

1. The judge will spend approximately 30-45 minutes conducting the initial welcome and introduction and questioning of jurors for statutory qualification and statutory cause challenges.
2. The attorneys will conduct their questioning of the panel from their table.
3. If any shared microphones are used by the attorneys, a plastic baggie may be placed over the microphone and replaced after each use.
4. For bench conferences, the judge, attorneys, court reporter, and a sheriff's deputy (if needed) will move to juror lounge adjacent to the jury assembly room at LF, or the jury deliberation room or judge's chambers at CCB, to make their record and will remain six feet apart. In each case, the spaces are large enough to accommodate the judge, counsel, defendant, court reporter, and sheriff's deputy with 6' distancing.
5. Jurors will remain in their assigned seats during the entire voir dire process until they are either excused or empaneled and directed to report to a courtroom.
6. When a question is directed to a specific juror, the juror will approach the closest stationary microphone. Jurors will be asked not to touch the microphone.
 - a. At the judge's discretion, extra time for voir dire may be allotted to attorneys. Approximately 1 – 1 ½ hours for voir dire may be necessary. Extended time may be required to account for the extra time it will take for jurors to move to stationary microphones and respond to questioning.
7. Juror strikes and the movement of jurors into the presumptive jury box will be documented in the virtual selection spreadsheet and/or paper chart.
 - a. If conducting voir dire at LF, jurors will not be asked to physically move to a new location to replace an excused juror. Replacement jurors will be virtually moved through the use of the electronic spreadsheet, as well as the paper chart.
 - b. If conducting voir dire at CCB and utilizing both a courtroom and the jury assembly room, juror may be asked to move from the jury assembly room to replace an excused juror. If juror is taking a seat that has been vacated, bailiff will wipe down seats with sanitizing wipe before seating new juror. Jurors may take an empty seat in the jury box at this time to speed up the process and limit the number of times seats are exchanged.

8. When excused for cause the juror will be permitted to leave the courthouse. At the judge's discretion, those excused as a result of a peremptory challenge may be permitted to leave the courthouse or may be required to remain in their seats until jury selection is complete.
9. At the conclusion of voir dire, jurors will be excused by row in order to facilitate continued social distancing.
10. The selected jury will be given their oath in the jury assembly room or the courtroom in which voir dire was conducted.

XII. GETTING JURORS TO THE COURTROOM AND SEATED FOR TRIAL

- A. After panel is selected in LF assembly room or CCB courtroom, the jurors will be moved to the assigned courtroom for trial orientation, initial instructions, and remainder of trial.
- B. The judge will instruct jurors to remain six feet apart and that no more than two jurors may ride the elevators to the courtroom at a time.
- C. One courtroom staff member will direct jurors to elevators and another courtroom staff member will direct jurors into the courtroom after they exit elevators, and to their assigned seat in the courtroom.
- D. The judge, attorneys, court reporter, and defendant will move to the courtroom by a different route.
- E. A sign will be posted outside the courtroom identifying the number of seats available to the public for observation and/or advising how members of the public for whom insufficient space is available in the courtroom may access the proceeding via WebEx. At the judge's discretion, the camera may be disabled, and the proceedings may be available via audio only.
- F. Jurors, courtroom staff, lawyers, and the defendant will all wear masks as they move through the courthouse.

XIII. TRIAL PROCEDURES

- A. The Court will set a start time for the trial considering the anticipated length of time that it will take for jurors to go through enhanced security screening, the limitations on elevator access, and more limited movement in hallways due to six-foot distancing requirements.
- B. All courtroom staff, the judge, lawyers, the defendant, witnesses, interpreters, and jurors, will wear face coverings at all times, with the following exceptions:
 1. Pursuant to the Denver Public Health and Environment Face Coverings Order dated 7/21/20, as well as the Second Judicial District Amended Joint Order

Requiring Face Coverings in Court Facilities dated 7/27/20, a face covering is not required for individuals who are testifying as witnesses in criminal proceedings who are seated behind a Plexiglass barrier or wearing a plastic face shield, so long as such individuals wear a face covering at all other times during the proceedings.

2. Pursuant to the Denver Public Health and Environment Face Coverings Order dated 7/21/20, as well as the Second Judicial District Amended Joint Order Requiring Face Coverings in Court Facilities dated 7/27/20, a face covering is not required for individuals who are interpreting for participants in court proceedings, where the ability to see the mouth and hear the translation is essential to communication, so long as such language interpreters wear a face covering when not providing interpretation services.

C. Juror notebooks

1. At the judge's discretion, jurors may be provided with either an abbreviated disposable "juror notebook" including basic jury information, or a traditional 3-ring binder containing same. Disposable notebook will be comprised of Xeroxed pages only, stapled together. If using a traditional 3-ring binder, courtroom staff will clean and sterilize all items after each trial, replacing copies as appropriate. Jurors will also be provided with a disposable notepad for notetaking and a clean pen.
2. At the end of the trial, jurors will be asked to place any disposable notebooks and notepads, along with any copied pages from the 3-ring binder, in a labeled box as they exit, and the materials will be destroyed by dumping into the shredder bin. Courtroom staff will wipe down pens with sanitizing wipe and place them back into the rotation.

D. Position of participants in courtroom during trial presentation

1. The judge, jurors, members of the public, courtroom staff, attorneys, the defendant, the court reporter, and witnesses will be positioned in the courtroom 6' apart at minimum. Traditional courtroom arrangements may be altered to meet this requirement.
2. At the Court's discretion, remaining seats will be divided equitably between the victim and the families of the parties. All other members of the public wishing to observe the trial may, at the Court's discretion, be able to do so via WebEx.
 - a. Positioning of laptop webcam is at the judge's discretion, but if using camera, we recommend focusing it on the witness.
 - b. Judges may draft an order prohibiting recording of proceedings and sequestration order. May include additional content/restrictions.

E. Exhibits

1. Prior to trial, the lawyers will be required to confer and stipulate to the admission of as many exhibits as possible. The parties must also exchange in advance of trial copies (preferably electronic) of all exhibits that may be offered, labeled in accordance with courtroom protocol.¹
2. Absent a special requirement, all exhibits are to be scanned into an electronic format prior to trial.
3. Each party will use their own computer to display exhibits on the monitors existing in the courtroom (bench, party tables, witness stand, and large monitor).
4. If the document camera must be used to show an exhibit, each lawyer must wipe down the camera with disinfecting wipes (available in the courtroom) after completing his/her examination or presentation.
5. Physical evidence or any paper exhibits will be handled with gloves only which will be available in the courtroom at counsel table and at the witness stand.
6. Attorneys will not be permitted to approach opposing counsel to show them exhibits. When an attorney seeks to admit an exhibit, the attorney will direct opposing counsel to the exhibit by label.
7. Attorneys will direct the witness to exhibits on the monitors and will not be permitted to approach the witness with an exhibit absent a special requirement. If a witness must handle an exhibit, the witness will wear gloves.
8. The district attorney shall be responsible for preparing a hardcopy evidence notebook for the jury to use during deliberations.

F. Opening statements and closing arguments

1. At the judge's discretion, attorneys may present opening statements and closing arguments from the podium in the courtroom if available. If a podium is not available, attorneys may present opening statements and closing arguments from counsel table.
2. A plastic baggie may be placed over the microphone. If used, each attorney will remove the baggie when his/her presentation is completed and place a clean baggie on the microphone.

¹ While the court believes that this procedure will provide great efficiencies and help ensure the safety of all participants during the pandemic, the court recognizes that Defendant cannot be compelled to comply with this procedure. *In Re People v Kilgore*, 2020 CO 6. If Defendant chooses not to reveal its exhibits before trial, defense counsel shall deliver a pre-labeled master copy to the court reporter and copies (including the label) to opposing counsel and the judge, while wearing fresh gloves, at the time the document is identified. The Defendant shall also be responsible for preparing a hardcopy evidence notebook of the defense exhibits for the jury to use during deliberations.

3. After each attorney has completed his/her presentation, he/she shall wipe down all surfaces with disinfecting wipes.

G. Witness testimony

1. Witnesses will remain outside the courtroom prior to testifying and leave the courtroom after testifying.
2. Before each witness testifies, the witness stand will be sanitized by courtroom staff, wiping down all surfaces with disinfecting wipes.
3. At the judge's discretion, a plastic baggie may be placed over the microphone on the witness stand and changed by courtroom staff after each witness testifies.
4. Witnesses may be required to wear face masks during testimony.
 - a. A face covering is not required for individuals who are testifying as witnesses in criminal proceedings who are seated behind a Plexiglass barrier or wearing a plastic face shield, so long as such individuals wear a face covering at all other times during the proceedings.
5. The witness may bring his/her own water bottle to the stand or the attorney calling the witness may provide the witness with an individual water bottle to be taken by the witness after testifying. No water pitchers or cups will be provided.
6. Attorneys will question witnesses from counsel table or from a podium near the Bench. If using a shared podium, a plastic baggie may be placed over the microphone, and if used, counsel will be responsible for changing the baggie after each use.

H. Bench conferences

1. The judge will advise lawyers in advance of trial that bench conferences will be limited to only the most necessary issues that arise during trial. Non-essential issues must be left for times when jurors are on breaks.
2. Bench conferences will be conducted in the adjacent jury deliberation room with the judge, lawyers (two per side) and court reporter. All parties will remain six feet apart during the conference. Masks will be worn during bench conferences.

I. Jury questions during trial

1. Criminal proceedings
 - a. Pursuant to Crim. P. 24(g), "[j]urors shall be allowed to submit written questions to the court for the court to ask of witnesses during trial, in

compliance with procedures established by the trial court.” However, “[t]he trial court shall have the discretion to prohibit...questioning in a particular trial...for other good cause.” Accordingly, given the need to limit contact and movement of the parties, the Court may find that there is good cause to prohibit juror questions.

2. Civil proceedings

- a. Pursuant to C.R.C.P. 47(u), “[j]urors shall be allowed to submit written questions to the court for the court to ask of witnesses during trial, in compliance with procedure established by the trial court. The court shall...review each question with counsel or unrepresented litigants and consider any objections they make. The court shall have discretion to prohibit, modify or limit a question for good cause...” Accordingly, after reviewing each question with counsel or unrepresented litigants, the Court may find there is good cause to prohibit juror questions.

J. Juror breaks and waiting periods for jurors

1. The judge shall lengthen the break period accordingly (anticipated that 30 minutes will be required) to allow for additional time associated with social distancing in hallways, elevators, and restrooms.
2. The judge’s admonishment before a recess will include language reminding jurors that they are to wear masks at all times, to remain six feet apart, and to wash their hands frequently.
3. Jurors will take their morning and afternoon breaks, as well as lunch breaks if they desire to remain in the building, in a “buddy” courtroom established by the judge prior to trial, likely an adjacent courtroom.
 - a. Courtroom staff or judge going to trial will be responsible for arranging for a buddy courtroom for jurors. We recommend doing this as soon as possible, and Jury Commissioner’s Office staff will be available to collaborate.
 - b. Courtroom staff or judge from the buddy courtroom will be responsible for finding an alternate courtroom to conduct docket matters occurring during the trial.
4. Jurors will remain six feet apart while on breaks and must wear their masks.
5. The judge will advise the attorneys in advance of trial that issues to be discussed outside the jurors’ presence (other than bench conferences) should be conducted as much as possible during regular juror breaks, during lunch hour, or before jurors arrive or after they leave.

6. Before the start of trial day jurors will be asked to congregate in the buddy courtroom and may leave their belongings there throughout the day. The buddy courtroom will be locked during trial.

K. Jury instructions

1. Courtroom staff will copy final instructions and hand a copy to each juror.
2. The original jury instructions will be placed in a manila envelope and provided to the jurors for deliberations and verdict.
3. Jurors will be told to handle only their own copies of instructions. Only the foreperson, bailiff, and judge may handle the original instructions and verdict forms.

L. Deliberations

1. Judges may elect to have jurors deliberate in the buddy courtroom, maintaining social distancing and wearing masks.
2. At the judge's discretion, courtroom staff may contact Administration to request that security cameras in the buddy courtroom be turned off during deliberation. Courtroom staff will be responsible for contacting Administration again after deliberation concludes to have the cameras turned back on.
 - a. At LF, courtroom staff should monitor the progress of the trial closely, plan ahead, and confer with the judge to determine when deliberations may begin. Facilities may require 24 hours' advance notice to turn off cameras.
3. Flip charts with sufficient paper, markers, and tape will be provided for deliberation. Jurors will be instructed to wipe down markers between usage if they are shared and will be provided with disinfecting wipes to do so.
4. Jurors may use the restroom in the buddy courtroom.
5. Disinfecting wipes, hand sanitizer, and gloves will be available in the buddy courtroom for juror use.
6. Jurors will be provided with courtroom contact information and jury foreperson may use a cell phone to call courtroom staff when they have a question or a verdict. For courtrooms with a jury doorbell, only the foreperson may use it.

M. Verdict, judge debriefing jurors after trial completed

1. The jurors will return to the trial courtroom for the reading of the verdict.

2. Upon completion of the trial, the judge will excuse jurors to the buddy courtroom. The judge will complete any final matters in the trial courtroom and then visit with jurors in the buddy courtroom.
3. The judge and courtroom staff will be six feet apart from the jurors and will wear their masks.

N. Counsel debriefing with jurors after trial completed

1. If the lawyers wish to speak to jurors after trial is over, jurors willing to do so who would like to leave the building may provide their contact information so they can be called by the attorneys.
2. Alternatively, jurors willing to do so may remain in the buddy courtroom and the lawyers may proceed to the buddy courtroom to address the jurors. Masks will be worn by all.

O. Refreshments/Food

1. Jurors will not have access to any communal coffee pot, refrigerator or microwave. ADA needs (i.e. refrigerator access for diabetic insulin) will be addressed on a case by case basis.
2. The Court will not supply water pitchers or cups to witnesses, parties or jurors.
3. Jurors and other participants may bring their own individual water bottles or drinks into the buddy courtroom
4. The Court will not supply food or snacks to jurors during the proceedings. Jurors may bring their own food or snacks but may not share. Lunch will be provided for jurors during deliberation only.
5. At the judge's discretion, each party may bring individual water bottles for their witnesses and ensure that all water bottles are removed after each witness is through testifying and at counsel table at the end of each day.

XIV. CLEANING

- A. The jury assembly room and common facilities will be cleaned nightly by court cleaning staff.
- B. Courtrooms will be cleaned nightly by court cleaning staff. During deliberation and at the judge's direction, courtroom staff may be required to move juror notebooks, flipcharts, etc. into the jury room overnight so the courtroom can be cleaned.
- C. Restrooms will be cleaned nightly by court cleaning staff.
- D. Buddy courtrooms will be cleaned nightly by court cleaning staff.

- E. Each juror will be responsible for cleaning/sanitizing his/her chair at his/her discretion before/during/after each session. Disinfecting wipes will be available in the courtroom to do so.
- F. Nothing will be left in the courtroom or on the tables after each session so that surfaces can be cleaned.
- G. At the end of each day, lawyers shall wipe down their tables, monitors, and chairs with disinfecting wipes. They will be responsible for cleaning/sanitizing tables, chairs, and monitors during the trial at their discretion.
 - 1. A written notice will be placed under the glass on counsel table instructing parties to wipe down tables and chairs, as well as monitors. The notice will provide an appropriate caution not to use wipes or spray cleaning products on the microphones in order to prevent damage to same.

XV. MODIFICATION TO PLAN

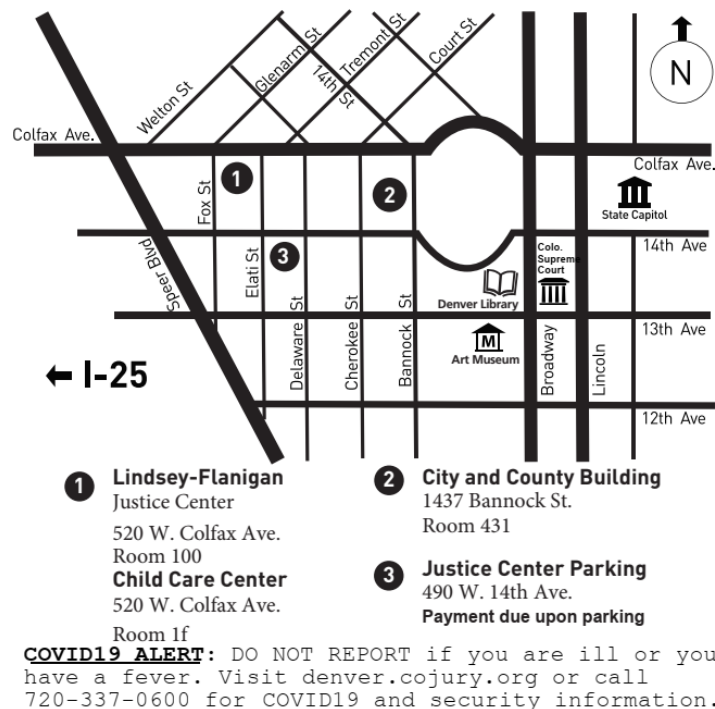
- A. Modifications to this plan may be made as state and local public health guidelines change.
- B. The 2nd JD is cognizant of the fact that a statewide Virtual Jury Trial Committee was convened in May, and its recommendations for both in person and virtual jury trials were released on June 26th. We are in the process of reviewing that plan, comparing it to our own, and we will implement the committee's recommendations where possible.

APPENDIX A

1. The box below displays the message that will print in the two columns located in the blue box marked “Important – Please Read” on the inside of the summons.

To confirm your need to report call 720-337-0600 & press 2 after 5pm the business day prior. Or visit Denver.cojury.org. If your juror # is listed you **MUST** report. Failure to appear will result in fines/fees. Postponement/disqualification requests must be submitted at least 1 week before your date by phone 720-337-0600, fax 720-337-0603, or email denverjury@judicial.state.co.us. Call 720-865-9930 for free daycare info. Complete your questionnaire & bring entire summons with you. Allow time for parking & security checks. Doors open at 7:30am. **DO NOT PARK AT A METER.** Limited parking, public transportation strongly suggested. RTD passes available on arrival. Limited reduced rate parking is available at the Denver Justice Center Garage @ 490 W. 14th Ave. (14th & Delaware). **FACE COVERINGS REQUIRED FOR ALL. DO NOT REPORT IF YOU ARE ILL OR IF YOU HAVE A FEVER. VISIT DENVER.COJURY.ORG FOR COVID19 & SECURITY RELATED INFO.**
* FOR REDUCED RATE PARKING, ENTER CODE: 8133 *

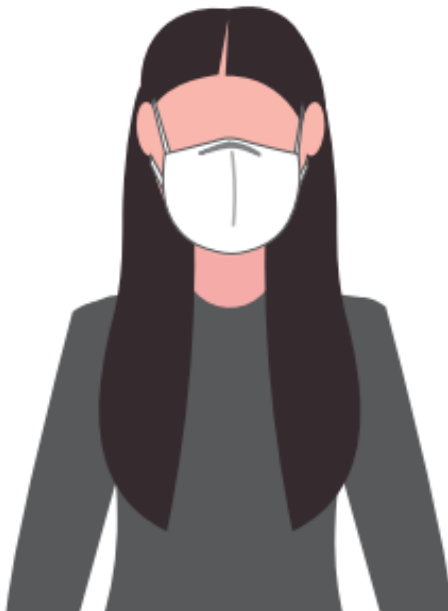
2. The image below displays the map that will print in the outside, back of the summons.



Appendix B



All visitors and employees are
**REQUIRED TO WEAR A
FACE COVERING**
at this site at all times, except when
working alone in a private room.



Visit denvergov.org/covid19 or call 311 for
more information

Per City Charter, in Section 24-16 D.R.M.C.

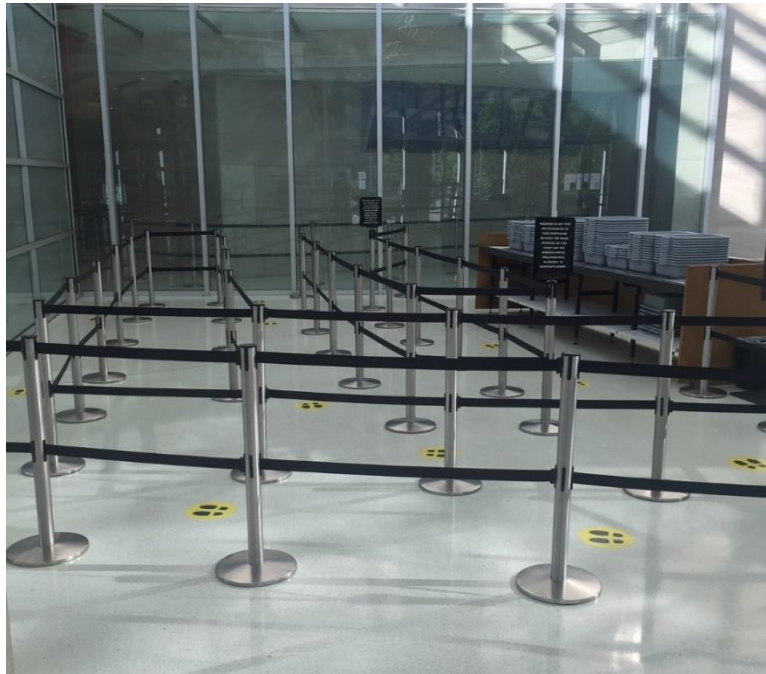


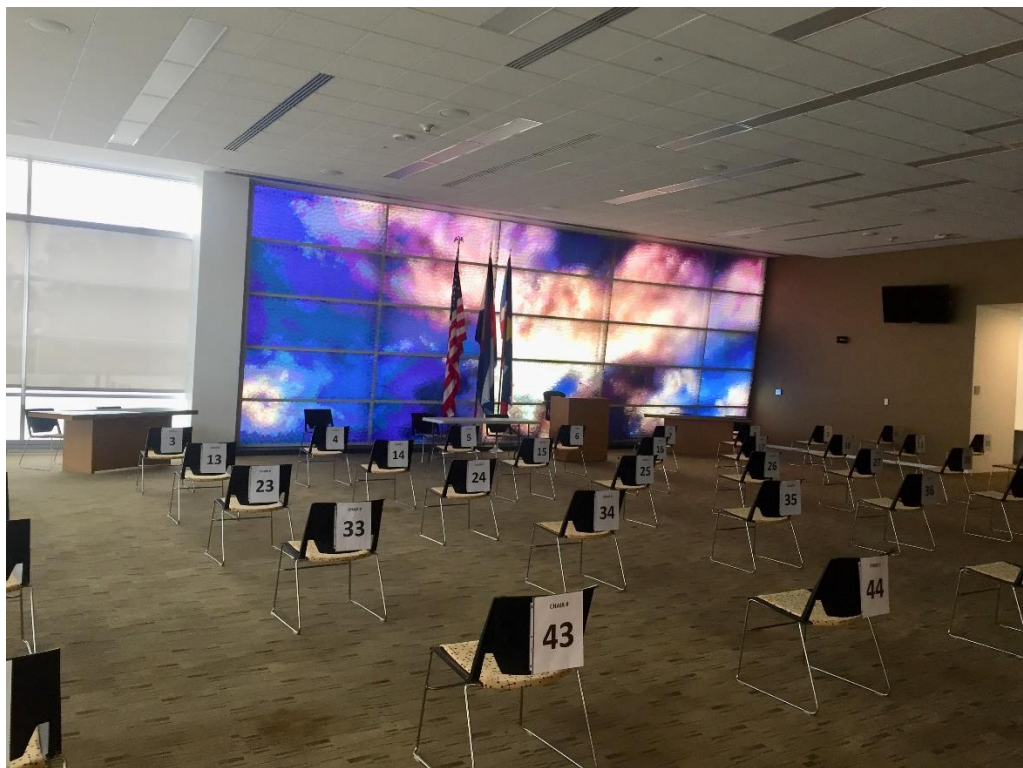
DENVER
THE MILE HIGH CITY

311 | [POCKETGOV.COM](https://pocketgov.com) | [DENVERGOV.ORG](https://denvergov.org) | DENVER 8 TV

Appendix C

Lindsey Flanigan Courthouse





Appendix D

Denver City and County Building

