

DISTRICT COURT, LARIMER COUNTY, COLORADO 201 LaPorte Avenue, Suite 100 Fort Collins, Colorado 80521	
RE COURTHOUSE CLOSURES	
Courtroom: 3A	
<b>ADMINISTRATIVE ORDER 2016-7</b>	

On rare occasions it is necessary for the Court, county or law enforcement to close the courthouse(s) and/or probation office(s) in the 8th Judicial District. These closures are typically due to inclement weather, or loss of essential utilities such as water, electricity and/or heating and ventilation. When it is necessary to close the courthouse(s) and/or probation office(s) it is typically a result of unforeseen circumstances and resetting hearings or other meetings cannot be accommodated in advance.

Pursuant to the provisions of Chief Justice Directive 95-01 (Authority and Responsibility of Chief Judges), the following procedures related to courthouse closures and resetting of hearings is effective July 1, 2016, and shall be posted on the district's Webpage ([https://www.courts.state.co.us/Courts/County/Index.cfm?County\\_ID=22](https://www.courts.state.co.us/Courts/County/Index.cfm?County_ID=22))

**I. COURTHOUSE CLOSURES**

- A. As soon as a courthouse closure becomes necessary, the Chief Judge, District Administrator, Chief Probation Officer or their designee, shall contact the Office of the State Court Administrator and request that such notice be posted on the "Announcements, Closures, Delays or Cancellations" page of the Colorado Judicial Branch Website ([www.courts.state.co.us](http://www.courts.state.co.us)). A link to these notices is prominently displayed on the top of the homepage of the Website.
- B. The District Administrator and/or Chief Probation Officer shall also post the notice of the courthouse and probation office closure on the 8th Judicial District homepage ([https://www.courts.state.co.us/Courts/County/Index.cfm?County\\_ID=22](https://www.courts.state.co.us/Courts/County/Index.cfm?County_ID=22)).
- C. The District Administrator shall change the voicemail messages on all general information phone numbers to the courthouse (jury commissioner, administration, clerk's office, etc.). The phone message should note that the courthouse(s) and

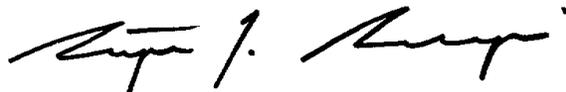
or probation office(s) is/are closed and include information related to rescheduling of hearings or meetings as outlined below.

- D. If possible, notices shall be posted on all entrances to the courthouse(s) and probation office(s) stating that the courthouse(s) and probation office(s) is/are closed and will reopen as soon as a safe and secure environment has been restored.

## II. RESCHEDULING PROCEDURES

- A. In the event of a courthouse closure, the party or parties and counsel scheduled to appear for a court proceeding of any kind are to contact the division clerk on the next business day following the court closure to reschedule the proceeding for the next available date.
- B. Alternatively, the party or parties and counsel shall appear personally at the window of the division clerk on the first business day following the court closure to reschedule the court proceeding.
- C. In the event of a probation office closure, the probation client is to contact his/her probation officer, or the probation officer's supervisor to reschedule their meeting. Probation clients may also present themselves to the probation office on the first business day following the probation office closure to either reschedule their appointment for a future date or have the appointment conducted on the same day if possible.
- D. Jurors summoned for a day when the courthouse(s) is/are closed are to check the Jury Commissioner's Webpage or call the Jury Commissioner's phone number for additional information on the next business day following the court closure. The Webpage URL and phone number are included on the summons.

BY THE COURT:



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Stephen J. Schapanski  
Chief Judge, 8<sup>th</sup> Judicial District