

EIGHTH JUDICIAL DISTRICT, STATE OF COLORADO LARIMER COUNTY AND JACKSON COUNTY 201 Laporte Avenue, Suite 100 Fort Collins, CO 80521 Telephone: (970) 494-3500	
<p style="text-align: center;">ADMINISTRATIVE ORDER REGARDING LIMITED COURT OPERATIONS RELATED TO COVID-19</p>	
ADMINISTRATIVE ORDER 2020 - 2	

In light of the public health risk posed by COVID-19 (“novel coronavirus”) and the advisories and information circulated by the Centers for Disease Control, the Colorado Department of Public Health and Environment, and the Larimer County Department of Health and Environment recommending active steps to slow the spread of the disease and precautions to reduce the risk of exposure, effective immediately the Courts and Probation of the 8th Judicial District will be operating with reduced staff and focus on matters of immediate concern for public health and safety.

Pursuant to the authority granted in Chief Justice Directive 95-01 and the directives found in Chief Justice Coats’ Order dated March 16, 2020, it is hereby ORDERED as follows:

1. **Persons who may not enter the Larimer County Justice Center:** Persons who meet any of the below criteria are prohibited from entering the Larimer County Justice Center and instead should call (970) 494-3500 to reschedule their court date, request to appear by phone, or to receive further instructions:
 - a. Anyone who has been diagnosed with COVID-19 and who is not virus-free;
 - b. Anyone who has been in direct contact with someone who has been diagnosed with COVID-19 within the past 14 days;
 - c. Anyone who is experiencing a fever, cough, shortness of breath, or any respiratory illness symptoms;
 - d. Anyone who is experiencing or has been in direct contact with someone who is experiencing flu-like symptoms;

- e. Anyone who has traveled outside the United States within the past 14 days, unless you have approval from the presiding judge in your case or from the Administrative Authority;
- f. Anyone who is not a party to a case, a victim, a witness, law enforcement, media, or appearing to file court documents in one of the essential proceedings listed below. This shall not apply to people involved in shelter care hearings.

2. **Operations:** Due to the public health concerns related to COVID-19, at this time, the courts can no longer function normally and will be operating on a very limited-access basis. The clerk's office in the Larimer County Justice Center will be open 7:30 a.m. to 4:30 p.m., Monday through Friday, excepting legal holidays. The clerk's office in Jackson County will be open 9:00 a.m. to 1:00 p.m., Monday, Wednesday and Thursday and 8:00 a.m. to 4:00 p.m. on Tuesday. Staff will be reduced as coordinated by the Clerk of Court and the Court Executive, with the approval of the Chief Judge. During operating hours, both clerk's offices will only accept paper filings related to the essential proceedings listed in section 3.c. below. All other paper filings will not be accepted until May 15, 2020. Electronic filings may be faxed, emailed or submitted through Colorado Courts E-filing; however, filings not related to essential proceedings may be delayed significantly due to the reduction in staffing levels.

Effective immediately, the courts in the Loveland Police and Courts building will be closed. All court operations which have been occurring in Loveland are transferred to the Larimer County Justice Center in Fort Collins until further notice. Electronic filings may be faxed, emailed or submitted through Colorado Courts E-filing; however, filings not related to essential proceedings may be delayed significantly due to the reduction in staffing levels.

3. **Mandatory Continuances and Limitations on Hearings.**

- a. All jury trials, with the exception of criminal trials facing imminent speedy trial deadlines, scheduled through May 15, 2020, are vacated and will need to be reset. For scheduled criminal trials, counsel and defendant shall appear at the time and place scheduled for trial.
- b. Except for the essential proceedings set forth in 3.c. below and with the additional exceptions as noted in 3.d. and 3.e., ALL APPEARANCES, TRIALS, HEARINGS, OR OTHER PROCEEDINGS SCHEDULED THROUGH MAY 15, 2020, ARE HEREBY VACATED AND CONTINUED. All parties and counsel shall contact the appropriate division if the case is assigned to a division or, if the case is not assigned to a division or if you are uncertain of the division assignment, contact the clerk's office to reschedule. The divisions may also initiate rescheduling.

- c. The following essential proceedings shall continue to be conducted without limitation:
 - i. Petitions for temporary civil protection orders and permanent protection order hearings;
 - ii. Petitions for temporary emergency risk protection orders and hearings on emergency risk protection orders;
 - iii. Crim.P. Rule 5 advisement for incarcerated persons and the initial setting of bail;
 - iv. Revocation hearings on complaints to revoke probation involving an incarcerated defendant;
 - v. Proceedings necessary to protect the constitutional rights of criminal defendants including bond-related matters and plea agreements for incarcerated individuals;
 - vi. Detention hearings for juvenile delinquency cases;
 - vii. Shelter hearings in dependency and neglect cases or other juvenile proceedings;
 - viii. Petitions for appointment of an emergency guardian and/or special conservator;
 - ix. Hearings on motions to restrict parenting time and parental abduction prevention; and
 - x. Emergency mental health proceedings.
 - d. Treatment Courts are excepted from the foregoing order if they are substantially conducted by telephone or other electronic proceeding and comply with the guidelines of the public health agencies.
 - e. Judicial officers shall have discretion to conduct additional proceedings as they deem appropriate if they are substantially conducted by telephone or other electronic proceeding and comply with the guidelines of the public health agencies.
 - f. When hearings are conducted for essential proceedings, courts shall seek to limit in person participation and encourage and accommodate telephone and/or video appearance for all participants.
4. **Probation Offices.** The 8th Judicial Probation offices will be closed for face-to-face contact until May 15, 2020. People directed to probation should make contact by phone or e-mail.

8th District Probation Offices (970) 494-3900 or
08ProbationRequest@judicial.state.co.us

5. **Social Distancing.** When hearings are conducted, judicial officers and court staff shall seek to limit in-person participation and encourage and accommodate telephone and/or video appearance for all participants.
6. **Court Resource Center, Records Department, Jury Commissioner and Collections Department.** The Court Resource Center, Records Department, Jury Commissioner, and Collections shall be closed to the public for face-to-face contact until May 15, 2020. You may contact these departments at:

8th District Clerk's Office (970) 494-3500 or email 08CourtResourceCenter@judicial.state.co.us or fax (970) 494-3580

8th District Records Requests email 08RecordRequest@judicial.state.co.us

Larimer County Jury Commissioner (970) 494-3595 or email LarimerJury@judicial.state.co.us

8th District Collections (970) 494-3530 or email 08Collections@judicial.state.co.us

8th District Judicial Administration (970) 494-3590 or email 08CourtExecutiveAdmin@judicial.state.co.us

Jackson County Clerk's Office (970) 723-4363 or email 08CourtResourceCenter@judicial.state.co.us or fax (970) 723-4337

Jackson County Jury Commissioner (970) 723-4363 or email JacksonJury@judicial.state.co.us

The Chief Judge will continue to monitor available information and recommendations from health organizations, and this Order may be revised or extended, as deemed necessary.

Dated this 19th day of March, 2020.



Stephen E. Howard
Chief Judge, Eighth Judicial District