



## CLERK OF COURTS – LARIMER COUNTY JUSTICE CENTER - TEMPORARY OPERATIONS INFORMATION

The Front Counter will be accepting in-person filing beginning May 18, 2020 between 7:30am to 4:30pm, Monday through Friday.

Alternate filing procedures are listed below. If your pleading requires payment, Court staff will contact you with online payment instructions.

- Electronic filings in WORD or PDF format, can be;
  - Emailed to [08CourtResourceCenter@judicial.state.co.us](mailto:08CourtResourceCenter@judicial.state.co.us)
  - Faxed to 970-494-3580
  - Submitted through Colorado Courts E-filing (limited case access)
- US Mail
  - 201 LaPorte Ave, Fort Collins, CO 80521
- Drop Box (during operating hours)
  - Located at the Larimer County Justice Center outside the Courtroom 1A lobby and Collections Department.

Filings not related to essential proceedings may be delayed due to the reduction in staffing levels.

Additional questions can be directed to the Clerk's Office at 970-494-3590.

## RECORDS DEPARTMENT, COURT RESOURCE CENTER, AND COLLECTIONS DEPARTMENT – TEMPORARY OPERATIONS INFORMATION

Will remain closed for in-person business until further notice. You may contact these departments at:

All forms and instructions can be located at [www.courts.state.co.us](http://www.courts.state.co.us) under the Larimer County local page.

Any filings can be submitted via the drop box located outside the Courtroom 1A lobby and Collections Department.

- 8th District Clerk's Office (970) 494-3500, email [08CourtResourceCenter@judicial.state.co.us](mailto:08CourtResourceCenter@judicial.state.co.us) or fax (970)494-3580
- 8<sup>th</sup> District Records Request email [08RecordRequest@judicial.state.co.us](mailto:08RecordRequest@judicial.state.co.us)
- 8<sup>th</sup> District Collections (970)494-3530 or email [08Collections@judicial.state.co.us](mailto:08Collections@judicial.state.co.us)

## JUDICIAL ADMINISTRATION AND JURY COMMISSIONER – TEMPORARY OPERATIONS INFORMATION

Will remain open during normal business hours. If in-person assistance is needed, you may contact these departments at:

- Larimer County Jury Commissioner (970)494-3595 or email [LarimerJury@judicial.state.co.us](mailto:LarimerJury@judicial.state.co.us)
- 8<sup>th</sup> District Judicial Administration (970)494-3590 or email [08CourtExecutiveAdmin@judicial.state.co.us](mailto:08CourtExecutiveAdmin@judicial.state.co.us)

**In consideration of our customers and employees and until further notice, the court will permit persons to wear a cloth face cover and gloves in court and probation buildings, if they so desire.**

Hasta nuevo aviso y en consideración a nuestros clientes y empleados, el tribunal permitirá que las personas usen tapabocas de tela y guantes en los edificios de los tribunales y del Departamento de Libertad condicional, si así lo desean.

**Please keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.**

Mantenga aproximadamente 6 pies de distancia de las demás personas. El tapabocas de tela no sustituye el distanciamiento social.

**Persons may also bring small plastic containers of hand sanitizer into court and probation buildings.**

También pueden traer pequeños envases de plástico con gel desinfectante para manos a los edificios del tribunal y al Departamento de Libertad Condicional.