



**MORGAN COUNTY COMBINED COURTS**  
**Eva Alloway, CLERK OF COURT & JURY COMMISSIONER**

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March 20, 2020

Re: Court Operations & COVID-19

As a result of public health preparations to prevent the spread of COVID-19, most services at the 13<sup>th</sup> Judicial District courthouses are closed for regular business.

**VISITORS TO THE MORGAN COUNTY JUSTICE CENTER WILL ONLY BE PERMITTED TO ENTER FOR THE FOLLOWING REASONS:**

**To File:**

- Petitions for temporary civil protection orders and permanent protection order hearings;
- Petitions for temporary emergency risk protection orders and hearings on emergency risk protection orders.
- Petitions for the appointment of an emergency guardian and/or special conservator;

**Jurors:**

- Jurors with a summons and instructions to report.

**Parties to certain proceedings, to include attorneys, witnesses, victims, law enforcement and press:**

- Parties appearing on today's court dockets.
- Criminal proceedings that have not previously been continued;
- Crim.P.Rule 5 advisement for incarcerated persons and the initial setting of bail;
- Revocation hearings on complaints to revoke probation involving an incarcerated defendant;
- Proceedings necessary to protect the constitutional rights of criminal defendants including bond-related matters and plea agreements for incarcerated individuals;
- Detention hearings for juvenile delinquency cases;
- Shelter hearings in dependency and neglect cases or other juvenile proceedings;
- Hearings on motions to restrict parenting time and parental abduction prevention; and
- Emergency mental health proceedings.
- **Note:** Individuals who are not parties to a case (petitioner/respondent/co-petitioner; defendant, victim, witness; child/juvenile, respondent parent, guardian ad litem; counsel of record) set for hearing will **not** be permitted into the building.

**If the aforementioned applies but you have been diagnosed with COVID-19 or have been in contact with someone exposed to COVID-19 in the last 14 days follow the instructions below:**

- Witnesses subpoenaed in a case, please contact the attorney or party issuing the subpoena to explain the circumstances and discuss the options available.

- Jurors summoned to report for jury duty, please submit a [postponement request](#) as soon as possible and we will reschedule your jury service.

### **CLERK'S OFFICE OPERATIONS**

To fulfill the court's vital role in maintaining stability while both preserving constitutional rights and ensuring the safety and welfare of the people of this community, the Morgan County Combined Court's Clerk's Office has implemented the following processes and procedures:

**Filing Court Documents:** All filings that do not meet the aforementioned criteria (Petitions for temporary civil protection orders and permanent protection order hearings; Petitions for temporary emergency risk protection orders and hearings on emergency risk protection orders; Petitions for the appointment of an emergency guardian and/or special conservator) can be deposited in a drop box located at the security checkpoint in the Morgan County Justice Center **or** scanned/e-mailed to **[MorganRecordsRequest@judicial.state.co.us](mailto:MorganRecordsRequest@judicial.state.co.us)**.

**Payments:** All payments of court fines/costs must be made online ([www.courts.state.co.us](http://www.courts.state.co.us)) or mailed (check or money order only) to the Clerk's Office. To facilitate effective social distancing for our customers and staff, the Clerk's Office will no longer accept payments at our window.

**Staffing:** Effective today and until further notice, the Clerk's Office will be operating at 50% staffing, meaning half of court staff will be working each week. Court staff that feel ill will not be permitted into the building and will be directed to quarantine at home for the period being recommended by the Centers for Disease Control.

### **WHERE TO GET INFORMATION**

Information regarding our operating status will be posted on our website. This can be found by visiting Morgan County at [www.courts.state.co.us](http://www.courts.state.co.us)

If you have general questions regarding a case or matter, please use the contact information below.

- **Court Information:** Please call ([District Court](#)) 970-542-3435, ([County Court](#)) 970-542-3416 or e-mail [MorganRecordsRequest@judicial.state.co.us](mailto:MorganRecordsRequest@judicial.state.co.us) court staff for inquiries relating to court filings, processes/procedures, case status, or court appearances
- **Jurors:** Information pertaining to jury service will be posted to our website [www.courts.state.co.us](http://www.courts.state.co.us) visit **Morgan County** under the **Jury Tab**. Inquiries related to jury service can be directed to the Jury Commissioner at 970-542-3435 or [morganjury@judicial.state.co.us](mailto:morganjury@judicial.state.co.us).
- **For Probationers:** Call your Probation Officer directly, email your Probation Officer at [firstname.lastname@judicial.state.co.us](mailto:firstname.lastname@judicial.state.co.us) or call the Probation Department at 970-542-3465. Due to a high volume of calls and emails, please allow 24 hours for a response before contacting us again.
- **Payment Plan or Payment Questions:** Call 970-542-3469 and leave a message - someone will call you back.

**Those persons who have court business as described above may choose to wear masks, gloves, and bring sanitizer into the Morgan County Justice Center.**