



STATE OF COLORADO
Fourteenth Judicial District

**ADMINISTRATIVE ORDER OF THE CHIEF JUDGE 2020-04
COURT OPERATIONS UNDER COVID-19 ADVISORY**

The Governor of Colorado has declared a State of Emergency related to the presence of Novel Coronavirus 2019 (COVID-19) and the President of the United States has declared a National Emergency due to COVID-19. Furthermore, the Colorado Department of Public Health and Environment (CDPHE) is working to stop the spread of COVID-19 and has implemented emergency measures as Colorado is experiencing a rapid increase in COVID-19 transmission that threatens the health of residents and risks overwhelming the healthcare system in the State of Colorado.

Based on their analysis of the outbreak of the COVID-19 pandemic, experts in infectious diseases are opining that the outbreak in the United States will, if aggressive containment measures are implemented, begin to subside after about two months.

Due to the public health risk posed by COVID-19 and the Centers for Disease Control and CDPHE are recommending active steps to slow the spread of the disease and precautions to reduce the risk of exposure. Therefore, as soon as possible, the courts and probation department of the 14th Judicial District will be operating with reduced staff and will focus on matters of immediate concern for public safety. Other non-emergent matters will be deferred.

Pursuant to the authority granted in Chief Justice Directive 95-01 and in consideration of the Chief Justice's Order Regarding COVID-19 and Operation of Colorado State Courts dated March 16, 2020, it is hereby ORDERED as follows:

1. Persons Who May Not Enter Court Related Facilities: Persons who meet any of the below criteria are prohibited from entering these facilities and instead should call (970) 725-3357 (Grand), (970) 824-8254 (Moffat) or (970) 879-5020 (Routt) 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 7 days;
- c. Anyone who is experiencing a fever, cough, shortness of breath, persistent pain or pressure in their chest or any symptoms of respiratory illness;
- d. Anyone who is experiencing or has been in direct contact with someone who is experiencing flu-like symptoms.

2. Operations: Starting on March 19, 2020, the courts and probation department will be open during normal business hours (8:00 a.m. to 5:00 pm., excepting weekends and legal holidays). The number of employees who are physically present and working at the justice center, however, will be

reduced as coordinated by the Court Executive, Chief Probation Officer, and Clerks of Court, with the approval of the Chief Judge. Every effort will also be made to facilitate work from remote locations using available technology, but due to the reduction in staffing levels, the processing of filings that are not related to public safety matters will likely be delayed.

3. Filings: All court users are encouraged to only utilize electronic means for filing any document with the court. Fax numbers and email addresses for each court location are as follows:

Grand: email: grandclerk@judicial.state.co.us; fax: (970) 725-3216

Moffat: email: moffatclerk@judicial.state.co.us; fax: (970) 824-8923

Routt: email: routtclerk@judicial.state.co.us; fax: (970) 879-3531

4. In-person filings at the justice center will **only** be accepted if they are filed by law enforcement (i.e., summons, affidavits for warrants, etc.) or pertain to an urgent public safety matter as described in section 5.b. below, and cannot be submitted electronically. The court will accept electronic filings through CCE for case types in the CCE system. In cases that are not subject to e-filing, **ONLY**, parties may email pleadings to the above email addresses or deliver by U.S. Postal Service, for filing. Hearings related to non-public safety matters (i.e., replevins, evictions, show cause hearings, injunctions, etc.) will likely be delayed pursuant to this order. Prior to appearing at the courthouse, all court users should call that court first for specific directions regarding appearances or filings.

5. Continuances and Limitations on Hearings:

- a. **Except** for matters concerning public safety as described in section 5.b. below, all other appearances, hearings, and trials set will likely be continued to a later date. All parties or counsel shall contact the appropriate court to reschedule. The courts may also initiate rescheduling or may have already ordered that certain existing hearings will be conducted by telephone. This section 5.a. applies to all jury trials, **except** those in which imminent speedy trial concerns exist. Any person who appears at a court related facility for a hearing that is not a public safety matter shall be required to call that clerk's office to obtain a new hearing date. This mandate does not include telephone conferences, including those scheduled with the Family Court Facilitator.
- b. The courts will continue to conduct hearings on public safety matters. Public safety matters are limited to the following:
 - 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. For incarcerated or detained persons, Crim.P. Rule 5 advisements, the initial setting of bail, bond-related hearings, plea hearings, sentencing hearings and other proceedings that must occur by a deadline imposed by statute;
 - iv. Revocation hearings on complaints to revoke probation involving an incarcerated defendant or a juvenile;


- v. Detention hearings in juvenile delinquency cases;
- vi. Shelter hearings in dependency and neglect cases or other juvenile (JV) proceedings;
- vii. Petitions for appointment of an emergency guardian and/or special conservator;
- viii. Hearings on motions to restrict parenting time and parental abduction prevention;
- ix. Emergency mental health proceedings;
- x. Other proceedings deemed necessary by the presiding judge (in consultation with the Chief Judge) to prevent a substantial risk of imminent financial hardship, or imminent risk to the health, safety or welfare of an individual or members of the community.

c. When hearings are conducted for public safety matters, and when permitted by law (i.e., C.R.C.P. 43) and technology is available, courts shall conduct such proceedings by telephone and/or video appearance for all participants.

6. **Jury Calls:** Excepting only criminal jury trials with imminent speedy trial issues noted in section 5.a. above, all jury trials scheduled between March 19, 2020, and May 1, 2020 are vacated and cancelled. Jurors with a summons for this time period should visit our website at https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=14 or contact the jury commissioner for further information.
7. **Bond Return Dates:** New bond return dates, including ones that are determined by the Sheriff with regard to other jurisdictions in Colorado, shall be scheduled for no sooner than the week of June 15, 2020.
8. **Extrajudicial Activities:** The use of court related facilities for extrajudicial activities (e.g., the solemnization of marriages) is prohibited.
9. **Requests for Records:** Instructions with regard to making requests for records may be obtained by calling your local courthouse.

Circumstances have been changing rapidly and will likely continue to do so. 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. All are encouraged to regularly check the website for the Colorado Judicial Branch (www.courts.state.co.us) for the latest information, including the page that is specific to the 14th Judicial District.

SO ORDERED this 18th day of March 2020.



Michael A. O'Hara, III, Chief Judge