

THE SIXTEENTH JUDICIAL DISTRICT
STATE OF COLORADO

COURTHOUSE CLOSURE

ADMINISTRATIVE
ORDER 16-03

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 16th 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 September 1, 2016, and shall be posted on the 16th Judicial District's Webpage:

https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=16

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). 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 or their designee shall also post the notice of the courthouse and probation office closure on the 16th Judicial District homepage
https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=16.
- C. The District Administrator or Chief Probation Officer or their designee 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 scheduled to appear for a court hearing are to contact the Clerk's office on the next business day following the court closure to reschedule the hearing for the next available date to the Court and party or parties.
- B. When the cancelled court hearing involves more than one party, the Court requests that the parties confer prior to contacting the Clerk's office and provide the Clerk with three alternative dates for rescheduling.
- C. Alternatively, the party or parties may appear at the window of the Clerk of Court on the first day the courthouse is open following the closure to ask that they be added to the days docket or arrange a rescheduling at a future date.
- D. 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.
- E. Witnesses subpoenaed for hearings on a day when the courthouse(s) is/are closed are to contact the party or attorney that requested their appearance at the hearing.
- F. 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.

Done on August 17th, 2016.


Mark A. MacDonnell, Chief Judge

CERTIFICATE OF MAILING/DELIVERY

I HEREBY CERIFY THAT ON August 17th, 2016 a copy of Administrative Order 16-03 was delivered to the following:

By email to:

Judge Schiferl
Judge Suzanne Grant
Judge Samuel Vigil
Judge Douglas Manley
Trial Court and Probation Staff of the 16th Judicial District
Shawn Mobley, Otero County Sheriff
John Kurtz, Crowley County Sheriff
David Encinias, Bent County Sheriff
District Administrator, Wendy Larsen
Ray Torrez, Public Defender
James Bullock, District Attorney
Ed Garlington, Esq.
Debra Gunkel, Esq.
Erin Harris, Esq.
Casey Irwin, Esq.
Joseph A. Koncilja, Esq.
Phillip Malouff, Jr., Esq.
Mike Nicklos, Esq.
Christopher Skipp, Esq.
Kim Verhoeff, Esq.
Nathan Shultz, Esq.
Phil Palmer, Esq.
Allison Ernst
Cobea Becker
Rebecca Briggs

By: 
Kimberly Varner, Court Judicial Assistant