

<p><b>EIGHTEENTH JUDICIAL DISTRICT: ARAPAHOE, DOUGLAS, ELBERT and LINCOLN COUNTIES, COLORADO</b></p> <p>Arapahoe County Justice Center 7325 South Potomac Street Centennial, Colorado 80112</p> <p>Arapahoe County Courthouse 1790 West Littleton Boulevard Littleton, Colorado 80120</p> <p>Douglas County Justice Center 4000 Justice Way #2009 Castle Rock, Colorado 80109</p> <p>Elbert County Courthouse PO Box 232, 751 Ute Street Kiowa, Colorado 80117</p> <p>Lincoln County Courthouse PO Box 128, 103 Third Avenue Hugo, Colorado 80821</p>	<p align="center"><b>• COURT USE ONLY •</b></p> <p align="center"><b>Chief Judge Order 20-08 Effective April 27, 2020</b></p> <hr/> <p align="center"><b>Division 201</b></p>
<p align="center"><b>CHIEF JUDGE ORDER 20-08 REGARDING COURT OPERATIONS IN ARAPAHOE COUNTY UNDER THE NOVEL CORONAVIRUS ("COVID-19") ADVISORY</b></p>	

In light of the public health risk posed by the Novel Coronavirus ("COVID-19") and the advisories and orders from the Centers for Disease Control, the Colorado Department of Public Health and Environment, and other local public health departments recommending active steps to slow the spread of COVID-19 and precautions to reduce the exposure, as well as the Tri-County Health Department's extension of the Stay-At-Home Order for Arapahoe County through May 8, 2020, the 18th Judicial District Courts and Probation will continue to operate with reduced staff, will continue to prioritize matters of immediate concern for public health and safety and will also incrementally increase

operations in all docket types, to include not only remote proceedings, but also limited in-person proceedings. The following CJO applies to the Arapahoe County courthouses only.<sup>1</sup>

Pursuant to the authority granted in Chief Justice Directive 95-01 and the directives found in the Order Regarding COVID-19 and Operation of Colorado State Courts, issued by Colorado Supreme Court Chief Justice Nathan B. Coats on March 16, 2020, March 20, 2020, and April 16, 2020, it is hereby **ORDERED** as follows:

**(1) Arapahoe County Courthouse in Littleton:**

- a. Pursuant to the Third Amended Chief Judge Order 20-02, the Arapahoe County Courthouse in Littleton located at 1790 West Littleton Boulevard, Littleton, Colorado, will be closed to the public through May 8, 2020.
- b. Effective May 11, 2020, the clerk's office at the Arapahoe County Courthouse in Littleton will be open to the public in order to accept filings, but there will be NO IN-PERSON proceedings until May 18, 2020.
- c. If you have a case currently set through May 15, 2020, please do not come to the courthouse. Judicial officers and staff will be working to determine which cases will be reset and which cases can be heard by remote means. If you are represented by counsel, please contact your

---

<sup>1</sup> The Court previously issued Chief Judge Order 20-03 and its subsequent amendments regarding court operations under the COVID-19 advisory. Governor Polis's statewide Stay-At-Home Order expired on April 26, 2020; however, the Tri-County Department of Health extended the Stay-At-Home Order for Arapahoe County through May 8, 2020. Given that Arapahoe County will continue under a Stay-At-Home Order and Douglas County, Elbert County, and Lincoln County will proceed under the Safer-At-Home phase, the decision was made to rescind CJO 20-03 and issue separate CJOs for the counties. Thus, Chief Judge Order 20-08 includes courthouse operations for Arapahoe County and Chief Judge Order 20-09 includes courthouse operations for Douglas County, Elbert County, and Lincoln County.

counsel to determine the status of your case. If you are not represented by counsel, you may contact the appropriate division, if the case is assigned to a division, or the clerk's office if you are uncertain of the division assignment, to determine the status of your case.

- d. All public safety matters meeting the criteria set forth in section (5) below should continue to be directed to the Arapahoe County Justice Center located at 7325 South Potomac Street, Centennial, Colorado through May 15, 2020.
- e. Effective May 18, 2020, public safety matters meeting the criteria set forth in section (5) below, which are normally held at this courthouse, will be conducted at this courthouse. In addition, judicial officers, in their discretion and as judicial resources allow, may hear other limited in-person proceedings, subject to compliance with the parameters outlined in section (6) below. Parameters associated with in-person proceedings may be modified consistent with guidance received from state and local officials.

**(2) Hours of Operations and Filings:**

- a. From April 27, 2020, through May 8, 2020, the Arapahoe County Justice Center clerk's office will continue to operate with reduced hours and will be open from 8:00 a.m. to 2:30 p.m.
- b. Effective May 11, 2020, the clerk's offices at the Arapahoe County Justice Center and the Arapahoe County Courthouse in Littleton will return to normal hours of operation. The clerk's offices will be open from 7:30 a.m. to 4:30 p.m. Monday through Friday, except for legal holidays. The courthouses will continue to operate with reduced staffing, as coordinated by the Court Executive and the Clerks of Court, with the approval of the Chief Judge, until such time as it is deemed safe to return to a 100% staffing level.

- c. During operating hours, the clerk's offices will accept paper filings. However, the public is strongly encouraged to submit filings in either WORD or PDF format to [18Jury@judicial.state.co.us](mailto:18Jury@judicial.state.co.us) or via U.S. mail directly to the applicable courthouse, in lieu of filing in-person. Attorneys should continue to file through CCE. Attorneys filing pleadings in JV, MH, or S cases may file their pleadings through [18Jury@judicial.state.co.us](mailto:18Jury@judicial.state.co.us) as well. Filings related to public safety matters remain the first priority of the Court. Due to the reduction in staffing levels, all other filings will be processed as soon as practicable.
- d. During operating hours, anyone wishing to pay fines and costs in CR, M, JV, and T cases can do so in-person at the clerk's offices, but the public is strongly encouraged to do so online at <https://www.its.courts.state.co.us/cjop/> or via U.S. Mail.

**(3) Jury Calls:**

- a. In accordance with the Order Regarding COVID-19 and Operation of Colorado State Courts, issued by Colorado Supreme Court Chief Justice Nathan B. Coats on March 16, 2020, March 20, 2020, and April 16, 2020, and Amended Chief Judge Order 20-06 Finding Public Health Concerns Due to COVID-19 Preclude the Calling of a Jury for Jury Trials Between Now and May 29, 2020, all jury calls between now and May 29, 2020, have been cancelled.
- b. **No jurors should appear at the courthouses prior to June 1, 2020.** If your appearance is rescheduled, you will receive a new jury summons in the mail.
- c. For those jurors who have a jury summons for a date to appear commencing on or after June 1, 2020, **please continue to monitor the Court's website for updates.**

- d. The provisions of Chief Judge Administrative Order 20-01 Temporarily Authorizing Release of Juror for Health Reasons shall continue to apply.

**(4) Mandatory Continuance and Authorization for Remote Proceedings and Limited In-Person Proceedings:**

- a. Except for all public safety matters listed in section (5) below, **ALL IN-PERSON** proceedings set **through May 15, 2020**, are hereby **VACATED** and **CONTINUED**. Please **do not** appear at the courthouse. Any person who does appear at a courthouse for a hearing or appearance that is not a public safety matter shall be provided a paper by a member of the court security team and/or court staff containing instructions on how to contact the court.
- b. Judicial officers, in their discretion and as judicial resources allow, may continue to conduct proceedings in all docket types, by remote means only, through May 15, 2020.
- c. A proceeding may be conducted by remote means through using telephone, video, WebEx, other electronic means, or any combination thereof, as determined to be appropriate by the judicial officer.
- d. Effective May 18, 2020, not only may judicial officers conduct proceedings remotely, they are also authorized, in their discretion and as judicial resources allow, to hear other limited in-person proceedings in all docket types, subject to compliance with the parameters outlined in section (6) below. Parameters associated with in-person proceedings may be modified consistent with guidance received from state and local officials.

e. Judicial officers and staff have worked diligently to reschedule cases in conformance with Chief Judge Orders and provide litigants direction regarding their cases. If you remain uncertain about your case and you are represented by counsel, please contact your counsel to obtain your new date. If you are not represented by counsel, please first check the Court's website at: [https://www.courts.state.co.us/Courts/District/Dockets.cfm?District\\_ID=18](https://www.courts.state.co.us/Courts/District/Dockets.cfm?District_ID=18) to see if your new date is posted there. Otherwise, parties and attorneys may also contact the appropriate division, if the case is assigned to a division, or the respective clerk's office if you are uncertain of the division assignment, to reschedule.

**(5) Public Safety Matters:** The Arapahoe County Justice Center will continue to conduct hearings on public safety matters, and the Arapahoe County Courthouse in Littleton will begin to conduct hearings on the public safety matters that would normally occur at that courthouse on May 18, 2020. Judicial officers have discretion to determine whether public safety matters can occur in-person or remotely pursuant to section (4)(c). Any in-person proceedings shall be conducted in accordance with section (6) below. Public safety matters are **STRICTLY LIMITED** to the following:

- a. Petitions for temporary civil protection orders and permanent protection order hearings;
- b. Petitions for temporary emergency risk protection orders and hearings on emergency risk protection orders;
- c. Crim. P. Rule 5 advisements for incarcerated persons and initial settings of bail;
- d. Revocation hearings on complaints to revoke probation involving an incarcerated defendant;
- e. Proceedings necessary to protect the constitutional rights of criminal defendants including bond-related matters and plea agreements for incarcerated individuals;
- f. Detention hearings for juvenile delinquency cases;

- g. Shelter hearings in dependency and neglect cases or other juvenile proceedings;
- h. Petitions for appointment of an emergency guardian and/or special conservator;
- i. Hearings on motions to restrict parenting time and parental abduction prevention;
- j. Emergency mental health proceedings; and
- k. Other proceedings deemed necessary by the Chief Judge or by the judicial officer presiding over the case 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 any individual or members of the community.

**(6) Protocol for In-Person Proceedings:**

- a. All in-person proceedings shall be limited to no more than **10** participants, at all times, in compliance with the Governor's Safer-at-Home guidelines, and may be subject to change if those guidelines are modified or additional guidelines are instituted by local public health agencies.
- b. Participants for an in-person proceeding shall maintain social distancing at all times.
- c. In individual cases, the judicial officer has the authority to enter orders to address issues specific to the needs of the case, so long as those orders are not less restrictive than the mandatory procedures for all cases set forth in this Chief Judge Order or in the Chief Justice's Orders of March 16, 2020, March 20, 2020, and April 16, 2020.
- d. Even in the case of an in-person proceeding, the parties are encouraged to maximize the use of electronic means to permit the remote appearance of counsel, parties, witnesses, and other persons interested in the proceeding, subject to the orders of the judicial officer.

(7) **Social Distancing**: Social distancing shall be maintained with respect to all in-person activities within the courthouses.

(8) **Civil Monetary Cases, FED, CRCP 120, Small Claims, and Name Change**: All cases under this section will be accepted as filed; however, hearings will be set out 49 days from the date of filing. Attorneys are encouraged to set their summon returns 49 days from the date of filing. If a summons is already served, attorneys will be required to prepare a notice of rescheduled hearing and file such with the Court. Writs of Restitution that have been filed will be issued. However, the Court has been advised that the Sheriffs' Departments in the 18th Judicial District will be delayed in effectuating these writs due to the COVID-19 crisis.

(9) **Bond Forfeitures**: An automatic stay will be placed on all professional bond forfeitures through May 29, 2020.

(10) **Truancy**: All hearings in truancy cases are hereby vacated for the remainder of the academic year.

(11) **Probation**:

- a. From April 27, 2020, through May 8, 2020, all probation offices in Arapahoe County will be open to the public from 8:00 a.m. to 2:30 p.m.
- b. Effective May 11, 2020, all probation offices in Arapahoe County will be open to the public from 7:30 a.m. to 5:00 p.m.
- c. Probation staff are also working at reduced schedules due to COVID-19, but will make every effort to timely respond to phone messages and/or emails Monday through Friday.
- d. To ensure your probation officer is available to assist you, please email or call **prior** to reporting without an appointment. In case of an emergency, please ask support staff to direct you to a supervisor.



**(12) Self-Help Centers:**

- a. All self-help centers in the 18th Judicial District will remain closed through May 15, 2020. However, the self-help centers can be contacted via email at [18selfhelp@judicial.state.co.us](mailto:18selfhelp@judicial.state.co.us). All court forms and instructions can be found at:  
[https://www.courts.state.co.us/Self\\_Help/Index.cfm](https://www.courts.state.co.us/Self_Help/Index.cfm).
- b. Effective May 18, 2020, all self-help centers will be open to the public. All self-help centers must ensure social distancing when assisting the public and no more than 10 people may be gathered in any self-help center at a time.

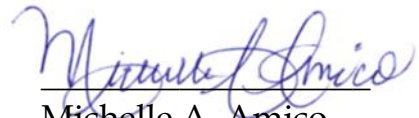
**(13) Bond Return Dates:** Bond return dates, including bond returns that are determined by the Sheriffs regarding other jurisdictions in Colorado, shall be set 45 days from the date the bond is written.

**(14) Extrajudicial Activities:** The use of any of the courthouses for extrajudicial activities (e.g., the solemnization of marriages) is prohibited through May 29, 2020. However, at the discretion of the Chief Judge, certain meetings may be conducted on a limited basis at any of the courthouses, subject to a limit of no more than 10 people gathering in any one location and compliance with social distancing.

The Chief Judge will continue to monitor available information and recommendations from health organizations, and this CJO 20-08 may be revised or extended as deemed necessary.

Dated this April 26, 2020, to be effective April 27, 2020.

**BY THE COURT:**



Michelle A. Amico

Chief Judge

Eighteenth Judicial District