

District Court, Weld County, State of Colorado Court Address: 901 9 <sup>th</sup> Avenue, Greeley, CO 80631 Mailing Address: P.O. Box 2038, Greeley, CO 80632-2038	
<b>ADMINISTRATIVE ORDER NO. 2016-07</b>	<b>▲ COURT USE ONLY ▲</b>
	Case Number: <b>2016 CV 01</b> Division 1
<b>ORDER REGARDING COURT CLOSURES AND RESCHEDULING OF COURT APPEARANCES</b>	

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 Nineteenth 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 and/or probation office it is typically a result of unforeseen circumstances and resetting proceedings, court events, or probation appointments 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 proceedings is effective July 1, 2016, and shall be posted on the district’s Webpage at:  
[https://www.courts.state.co.us/Courts/District/Index.cfm?District\\_ID=19](https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=19)

**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](http://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 [Nineteenth Judicial District homepage](#).
- C. The District Administrator, Clerk of Court, Chief Probation Officer, Deputy Chief Probation Officer or designee shall change the voicemail messages on all general information phone numbers to the courthouse and probation office (jury commissioner, administration, clerk’s office, etc.). The phone message should note that the courthouse and/or probation office

is/are closed and include information related to rescheduling of proceedings, appointments, or meetings as outlined below.

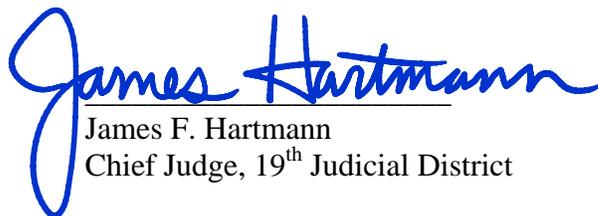
- D. If possible, notices shall be posted on all entrances to the courthouse and probation office stating that the courthouse and probation office is/are closed and include the date and/or time court and probation operations are anticipated to resume.

## II. RESCHEDULING PROCEDURES

- A. Cases will be rescheduled according to the written best business practice established in the Nineteenth Judicial District.
- B. 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 (tel. 970-475-2400) on the next business day following the court closure to reschedule the proceeding for the next available date to the Court and party or parties.
- 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 request that they be added to the 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 the appointment. 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. Jurors summoned for a day when the courthouse(s) is/are closed are to check the Jury Commissioner's Webpage ([https://www.courts.state.co.us/Courts/District/Jury.cfm?District\\_ID=19](https://www.courts.state.co.us/Courts/District/Jury.cfm?District_ID=19)), the Jury Line (tel. 970-475-2711), or call the Jury Commissioner (tel. 970-475-2700) for additional information on the next business day following the court closure. The Webpage URL and phone number are included on the juror summons.

Date: June 27, 2016

BY THE COURT:

  
James F. Hartmann  
Chief Judge, 19<sup>th</sup> Judicial District