

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	<p style="text-align: center;"><b>▲ COURT USE ONLY ▲</b></p> Case Number: <b>2020 CV 01</b> Division 1
<b>THIRD REVISED ADMINISTRATIVE ORDER NO. 2020-06</b>	
<b>THIRD REVISED ADMINISTRATIVE ORDER REGARDING COURT OPERATIONS UNDER COVID-19 ADVISORY</b>	

In light of the public health risks posed by COVID-19 (“novel coronavirus”) and the advisories and information circulated by the Centers for Disease Control, the Colorado Department of Public Health and Environment, and local public health departments recommending active steps to slow the spread of the disease and precautions to reduce the risk of exposure, the 19<sup>th</sup> Judicial District Courts and Probation will continue to operate with reduced staff and focus on matters of immediate concern for public health and safety over the next several weeks, but we will be increasing the types of proceedings being heard and will soon begin to slowly increase in person appearances, based on information from health professionals and existing circumstances going forward.

Pursuant to the authority granted in Chief Justice Directive 95-01 and the directives found in Chief Justice Coats’ Orders dated March 16, 2020, March 20, 2020, April 16, 2020, and May 5, 2020, it is hereby ORDERED as follows:

**1. Operations:** The clerk’s office will be open 7:30 a.m. to 4:30 pm., Monday through Friday, excepting legal holidays. Staff will be reduced as coordinated by the Clerk of Court and the Court Executive, with the approval of the Chief Judge, but staffing levels will begin to slowly increase beginning May 11, 2020. During operating hours, the clerk’s office will only accept paper filings related to matters falling within the public safety matters listed in section 2.d. below. All other paper filings will not be accepted at the clerk’s office until June 1, 2020; however, until the clerk’s office opens for normal operations, pleadings may be sent by mail to the Clerk of Court, P.O. Box 2038, Greeley, Colorado 80632, or sent as an attachment to an e-mail to [19JDclerkofcourt@judicial.state.co.us](mailto:19JDclerkofcourt@judicial.state.co.us). Electronic filings through CCE may continue. Please note that pleadings not related to public safety matters may not be processed as quickly as usual due to the reduction in staffing levels.

## 2. Mandatory Continuance and Limitations on Hearings.

- a. Except for matters described in section 2.d. below, other in person appearances and/or hearings set from 8:00 a.m., Wednesday, March 18, 2020, through 8:00 a.m. on Monday, June 1, 2020, are hereby vacated and will be rescheduled. All parties and counsel shall 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 reschedule. The divisions will also initiate rescheduling. The court will be working on scheduling telephone or video appearances for as many proceedings as possible. Any person that appears at a courthouse for a hearing or appearance that is not a public safety matter or is part of the phase-in process in which an appearance in person is authorized by the Court shall be provided a paper by a member of the court security team or court staff containing instructions on how to contact the court.
  
- b. Jury Trials: all jury calls for civil and criminal trials scheduled through July 5, 2020 have been cancelled. Attorneys and parties scheduled for a civil jury trial between the date of this order and July 5 shall contact the division where the case is assigned to select a new trial date. This order does not vacate the dates for CR, M, and T cases scheduled for jury trial and the parties will be expected to appear by telephone or video, as arranged by the division, unless the date has been vacated by the judge presiding over the case prior to the trial date. There will not be a jury panel called for any jury trial scheduled to begin between April 16, 2020 and July 5, 2020. Jury summonses may issue for trials scheduled after July 6, 2020, noting the Court will continue to evaluate public health information related to COVID-19 and determine whether the restrictions on jurors reporting will extend past July 5, 2020.
  
- c. FED and CRCP 120 matters: the court will accept new filings on these matters, but the return dates for FED cases will be on or after June 1, 2020. The court will not be addressing pending CRCP 120 matters until after June 1, 2020. Returns and other proceedings for FED and CRCP 120 matters on and after June 1, 2020 may occur by audio or video appearances, as permitted by Colorado law, in the discretion of the judicial officer presiding over the proceedings.
  
- d. The courts will continue to conduct hearings on public safety matters and will endeavor to utilize audio or video appearances as much as possible. Public safety matters include:
  - 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. Crim.P. Rule 5 advisement for incarcerated persons and the initial setting of bail;
  - iv. Revocation hearings on complaints to revoke probation involving an incarcerated defendant;
  - v. Proceedings necessary to protect the constitutional rights of criminal defendants including bond-related matters and plea agreements for incarcerated individuals;
  - vi. In custody pretrial conferences for county court cases, which will be held in Division 13, unless other arrangements are made, for all county court divisions between March 17 and May 15, 2020, with the defendants appearing by video.
  - vii. Detention hearings for juvenile delinquency cases, which will continue to be held in Division 14 as normally scheduled;
  - viii. Shelter hearings in dependency and neglect cases or other juvenile proceedings, which will be held in Division B through May 15, 2020, unless otherwise ordered by the court;
  - ix. Petitions for appointment of an emergency guardian and/or special conservator;
  - x. Hearings on motions to restrict parenting time and parental abduction prevention;
  - xi. Emergency mental health proceedings;
  - xii. All matters that may be conducted by audio or video pursuant to Crim.P. 43.
  - xiii. And any other operations or matters that in the discretion of the Chief Judge are deemed necessary to prevent a risk of imminent financial hardship or imminent risk to the health, safety, or welfare of any individual or the community at large, which shall be determined by the Chief Judge on a case-by-case basis after consideration of the circumstances existing for the particular case.
- e. When hearings are conducted for any matter set forth in Section 2(d), courts shall seek to limit in person participation and encourage and accommodate telephone and/or video appearance for all participants and members of the public.
- f. The 19<sup>th</sup> Judicial District county and district courts will immediately begin expanding the types of proceedings, beyond those listed in Section 2(d), that are capable of being conducted entirely through audio or video appearances by all parties, attorneys, witnesses, and members of the public. It is not anticipated that the Court will be in a position to resume normal operations on June 1, 2020; therefore, it is likely that matters scheduled after June 1, 2020 will primarily be heard through audio or video

means, to the extent possible and as permitted by law, and this may include contested hearings and trials.

- g. The main courthouse will be closed to the public until Monday, May 11, 2020. Entrance into the main courthouse shall occur through the west door only between May 11, 2020 and May 31, 2020, and the east entrance will remain closed until June 1, 2020. The south door to Centennial Center will be closed through May 31, 2020, and therefore all persons must enter Centennial Center through the north entrance. Hearings held for matters set forth in Section 2(d), when an in-person appearance is necessary or authorized by the Court, will occur in one of the courtrooms in Centennial Center (Divisions B, C, and D) for non-criminal cases and video bond hearings through May 15, 2020, and criminal matters will be held in courtrooms in Plaza West. Matters that can be handled entirely through audio or video may be held in any courtroom, provided members of the public who wish to attend public proceedings may do so by audio or video means. Information for participants or members of the public to connect to a 19<sup>th</sup> Judicial District virtual courtroom proceeding via WebEx is found at:

[https://www.courts.state.co.us/Courts/District/Custom.cfm?District\\_ID=19&Page\\_ID=867](https://www.courts.state.co.us/Courts/District/Custom.cfm?District_ID=19&Page_ID=867)

- h. Please check with security or the clerk's window to determine where the matter is being heard, as we may be using a single courtroom in Plaza West for hearings from multiple divisions on a particular day.

**3. Jury Calls.** All jury calls through July 5, 2020 are cancelled, and this includes grand jury service. Arrangements for grand jury service may be accommodated with permission of the Chief Judge, when requested by the District Attorney or the grand jury, and as deemed necessary under Section (d)(xiii). Any jurors receiving a summons for this time period and who contact the jury commissioner with COVID-19 concerns shall have their service cancelled or postponed consistent with this Order. Any juror appearing in person on a summons through July 5, 2020 shall be informed by the security team or court staff that the person's jury service has been cancelled and that person may return home. The provisions of Chief Judge Administrative Order 2020-05 Order Authorizing Release of Jurors for Health Reasons shall continue to apply until further notice. The Court will continue to evaluate public health information related to COVID-19 and determine whether the restrictions on calling jurors should be extended past July 5, 2020.

**4. Probation Offices.** The 19<sup>th</sup> Judicial Probation offices will be closed to the public until May 18, 2020, unless otherwise ordered by the Court. The Chief Probation Officer, through consultation with the Chief Judge, will create a phase-in schedule

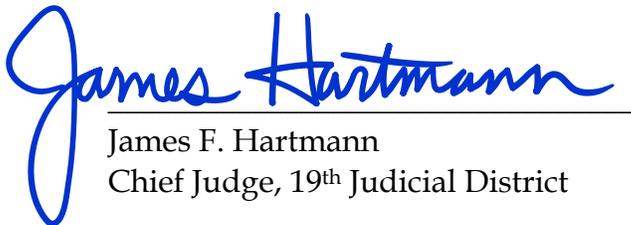
for resuming in person operations. Probation employees will continue to utilize telephone or video means as much as possible.

5. **Court Information Center.** The Court Information Center (CIC) shall be closed for in person appearances until May 18, 2020, unless otherwise ordered by the Court. The CIC shall endeavor to provide services through telephone conferral and electronic means as much as possible. Once the CIC begins in-person communications, social distancing and limitations on the number of persons in the room must be maintained. This may involve persons making an appointment, rather than accommodating walk-in requests.
6. **Face coverings and hand sanitizer.** Persons entering court buildings may wear face coverings, gloves and may bring a small plastic container of hand sanitizer until further notice. The 19<sup>th</sup> Judicial District is unable to provide face coverings or gloves for attorneys or members of the public entering court or probation offices at this time; however, state judicial has placed orders for these items and there is a possibility that these items may be available through the court and/or probation in the future.
7. **Recommendations from state or local health officials on social distancing and limitations on the number of persons gathering in one place, as well as any orders issued by Governor Polis and the CDPHE that are in effect, must be followed in court and probation buildings.**

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.

Date: May 6, 2020.

BY THE COURT

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