



## Wedding/Civil Union Ceremonies Performed by Judicial Officers

### To arrange for a ceremony performed by Judicial Officer:

**Step 1:** Go to the **Jefferson County Clerk and Recorder's Office**, 100 Jefferson County Parkway, Golden, CO 80401, Suite 2560 and obtain a marriage or civil union license.

- Cost is \$30.00, and licenses are valid for 35 days, so plan accordingly.
- The Clerk and Recorder phone number is (303) 271-8121.

**Please note: In Colorado, a wedding or civil union does not need to be presided over by a Minister or a Judicial Officer to be official. The Clerk and Recorder's Office, or the couple themselves can certify a marriage or civil union.**

**Step 2:** If you decide you would like a Judicial Officer to perform your ceremony, Judicial Officer availability is limited to **NOON or 5:00 pm** during regular business days, Monday through Friday.

- Noon ceremonies should report to the Magistrate Clerk's lobby on the 2<sup>nd</sup> floor at 11:30 am
- 5:00 pm ceremonies should check in with the Duty staff of Courtroom 110 at 4:30 pm
- Please remember to bring your license, return mail envelope and \$60.00 (cash only).
- No appointment is necessary.

**Step 3:** If you wish to have a Judicial Officer perform your wedding or ceremony after business hours or on a weekend, Judicial Officer ceremonies are performed by appointment only, and at a location other than the courthouse. Please contact the Judicial Officer listed below. Leave a message indicating the date, time and off-site location of the ceremony. Charges will vary.

- Magistrate Sweet (720) 772-2446