

# Supreme Court of Colorado

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MONICA M. MÁRQUEZ  
CHIEF JUSTICE

## SUPREME COURT OF COLORADO OFFICE OF THE CHIEF JUSTICE

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### Order Approving a Reduction in Court Hours

WHEREAS, Chief Justice Directive 08-04, signed in June 2008, mandates that full-time clerks' offices be open to the public for nine consecutive hours, and as a result, the Clerk's Offices in the 18<sup>th</sup> Judicial District are open to the public Monday through Friday from 7:30 a.m. to 4:30 p.m., and

WHEREAS, the Clerk's Office of both the Arapahoe County Justice Center (7325 S. Potomac St., Centennial, CO 80112) and the Arapahoe County Courthouse – Littleton (1790 West Littleton Blvd, Littleton, CO 80120) in the 18<sup>th</sup> Judicial District have experienced ongoing issues providing public service for nine consecutive hours due to staffing shortages, staff with three months or less experience, and an extraordinary number of new filings in certain docket types.

WHEREAS, the Chief Judge of the 18<sup>th</sup> Judicial District has requested to temporarily reduce the public service hours for both the Clerk's Office at the Arapahoe County Justice Center and the Clerk's Office at the Arapahoe County Courthouse - Littleton by closing every Wednesday afternoon from 1:00 p.m. to 4:30 p.m. effective January 22, 2025, through May 14, 2025. The time during which the Clerk's Offices are closed shall be used exclusively for court staff to create cases, enter tickets, train employees, and conduct other functions on the State's E-Filing System. In the event the Chief Judge determines that the Clerk's Offices no longer need this temporary closure one afternoon a week prior to May 14, 2025, normal business hours shall resume.

WHEREAS, the Chief Judge of the 18<sup>th</sup> Judicial District already has a multitude of policies in place which afford increased access to justice and has developed a plan to accept

emergency filings and ensure continued access to justice during the time the public counter is temporarily closed on Wednesday afternoons.

WHEREAS, the Chief Judge of the 18<sup>th</sup> Judicial District has committed to notifying Arapahoe County Officials and Stakeholders about the temporary reduction in hours and will ensure the temporary reduction in hours is visibly posted at both courthouse locations at the clerk's windows and on the website for the 18<sup>th</sup> Judicial District.

NOW THEREFORE, it is ordered by the Chief Justice that the Chief Judge of the 18<sup>th</sup> Judicial District is authorized to temporarily reduce the public service hours required by CJD 08-04. The Clerk's Office at the Arapahoe County Justice Center and the Clerk's Office at the Arapahoe County Courthouse - Littleton are authorized to close every Wednesday afternoon from 1:00 p.m. to 4:30 p.m., effective January 22, 2025, through May 14, 2025.

DONE at Denver, Colorado this 17<sup>th</sup> day of January, 2025.

  
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Monica M. Márquez, Chief Justice