Chief Justice Directive 08-04

SUPREME COURT OF COLORADO
OFFICE OF THE CHIEF JUSTICE

DIRECTIVE CONCERNING PUBLIC SERVICE HOURS FOR TRIAL COURTS

In order to improve public access to courts throughout the state and to provide consistent service where possible, the following policy concerning clerk's office operating hours and telephone reception hours is adopted, effective September 1, 2008.

1. All counties with 6.0 or more authorized FTE in the clerk's office are considered full-time clerks' offices. Full-time clerks' offices shall be open to the public for the provision of all court services for nine consecutive hours between 7:30 a.m. to 5:30 p.m. These offices shall maintain an open counter during lunch periods. The hours of the clerk's office shall be posted in a manner to inform the public of the opening and closing time of the court.

2. All part-time clerks' offices may establish operating hours according to available staffing, but shall be open at times that accommodate the greatest public need. Any part-time clerk's office which needs to limit public counter access under this policy at any time during the day, including the lunch hour, shall make telephone access available for emergency or urgent situations. The alternate filing provisions and telephone access number shall be clearly identified at the normal entrance to the clerk's office. If a part-time clerk's office must limit public access to the clerk's counter between 8 a.m. and 5 p.m., the limited access times shall be approved by the chief judge of the district and publicized to the community served by the court.

3. For security reasons, and to accommodate the public service hours of other county offices in county courthouses, courts may conform their public service hours to those of the other county offices in the courthouse, regardless of staffing level.

4. Any request to reduce service in a full time clerk's office below the standard set in this Chief Justice Directive requires Chief Justice approval.

Done at Denver, Colorado this __26th__ day of __June__, 2008.

/s/
Mary J. Mullarkey, Chief Justice