



SEVENTEENTH JUDICIAL DISTRICT
ADAMS COUNTY AND THE CITY AND COUNTY OF BROOMFIELD
ORDER OF THE CHIEF JUDGE **12-07**

Processing Community Corrections Transfer Complaints with Request for Arrest Warrants.

Beginning Tuesday September 4, 2012 all Requests for Transfer Complaints with Request for Arrest Warrant from Community Corrections will be processed electronically. The Community Correction agencies will submit their request by e-mail to the on call Judge at their judicial e-mail address. The e-mail subject line shall read "Transfer Complaint". The on call Judge will review said request and return it to the representative from Community Correction and the clerk's office via e-mail. The Clerk's Office e-mail address is AdamsCountyClerk@judicial.state.co.us. The Clerk's Office will process the warrant per standard warrant procedures. The electronic version of the signed warrant will be considered the original and no further documentation should be filed with the court by fax or other means. If any additional copies are submitted to the court they will be destroyed. It will be the responsibility of Community Corrections to follow the on call list and submit the information to the appropriate judge. Request sent to the wrong judicial officer will be rejected. If Community Corrections receives an out of office reply from the on call Judge they need to contact Karla Pickens at karla.pickens@judicial.state.co.us to confirm who is on call. If Karla Pickens is out of the office, please contact Joy Zabroski at joy.zabroski@judicial.state.co.us.

Signed this 23rd, day of August, 2012

By the Court:

C. VINCENT PHELPS
Chief Judge