



**CHIEF JUDGE ORDER 2016-13  
STATE OF COLORADO  
FIRST JUDICIAL DISTRICT**

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**COURTHOUSE CLOSURE/DELAYED OPENING NOTIFICATION  
AND RESCHEDULING PROCEDURES**

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**ORDER**

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On rare occasions it is necessary for the Court, county or law enforcement to close the courthouse(s) and/or probation office(s) in the 1st Judicial District. These closures are typically due to inclement weather, or loss of essential utilities such as water, electricity and/or heating and ventilation. When it is necessary to close the courthouse(s) and/or probation office(s) it is typically a result of unforeseen circumstances and resetting hearings or other meetings cannot be accommodated in advance.

Pursuant to the provisions of Chief Justice Directive 95-01 (Authority and Responsibility of Chief Judges), the following procedures related to courthouse closures and resetting of hearings is effective January 1, 2017, and shall be posted on the district's Webpage where other Chief Judge Orders are posted and available for inspection.

<https://www.courts.state.co.us/Courts/County/Custom.cfm?County ID=2&Page ID=435>

**I. COURTHOUSE CLOSURES**

- A. As soon as a courthouse closure becomes necessary, the Chief Judge, District Administrator, Chief Probation Officer or their designee, shall contact the Office of the State Court Administrator and request that such notice be posted on the "Announcements, Closures, Delays or Cancellations" page of the Colorado Judicial Branch Website ([www.courts.state.co.us](http://www.courts.state.co.us)). A link to these notices is prominently displayed on the top of the homepage of the Website.

- B. The District Administrator and/or Chief Probation Officer or designee shall also post the notice of the courthouse and probation office closure on the 1<sup>st</sup> Judicial District homepage.  
[https://www.courts.state.co.us/Courts/District/Index.cfm?District\\_ID=1](https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=1)
- C. The District Administrator or designee shall change the voicemail messages on all general information phone numbers to the courthouse(s) (jury commissioner, administration, clerk's office, etc.). The phone message should note that the courthouse(s) and or probation office(s) is/are closed and include information related to rescheduling of hearings or meetings as outlined below.
- D. If possible, notices shall be posted on all entrances to the courthouse(s) and probation office(s) stating that the courthouse(s) and probation office(s) is/are closed and will reopen as soon as a safe and secure environment has been restored.

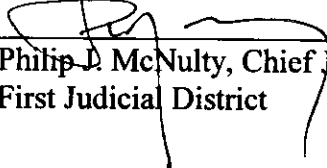
## II. RESCHEDULING PROCEDURES

- A. In the event of a courthouse closure, the party or parties scheduled to appear for a court hearing are to contact the division clerk on the next business day following the court closure to reschedule the hearing for the next available date to the Court and party or parties.
  - a. Parties scheduled to appear in **Jefferson County must appear in person** the first business day following closure if their appearance is guaranteed by cash, surety, personal recognizance, or property bond. Failure to appear in person to reschedule the hearing may result in the issuance of an arrest warrant.
  - b. Parties scheduled to appear in **Gilpin County** are required to contact the Clerk's Office via telephone the first business day following the closure to reschedule their hearings. Failure to contact the Clerk's Office will result in the court hearing being rescheduled to the next date available to the Court and notification of such hearing shall be sent to the party or parties via mail.
- B. When the cancelled court hearing involves more than one party, the Court requests that the parties confer prior to contacting the Court and provide the Court with alternative dates for rescheduling.
- C. Alternatively, the party or parties may appear at the window of the division on the first day the courthouse is open following the closure to ask that they be added to the days docket or arrange a rescheduling at a future date.
- D. In the event of a probation office closure, the probation client is to contact his/her probation officer, or the probation officer's supervisor to reschedule their meeting. Probation clients may also present themselves to the probation office on the first business day following the probation office closure to either reschedule their appointment for a future date or have the appointment conducted on the same day if possible.
- E. Jurors summoned for a day when the courthouse(s) is/are closed are to check the Jury Commissioner's Webpage or call the Jury Commissioner's phone number for additional information on the next business day following the court closure. The Webpage URL and phone number are included on the summons.

### III. COURTHOUSE DELAYED OPENINGS

- A. As soon as a courthouse delay becomes necessary, the Chief Judge, District Administrator, Chief Probation Officer or their designee, shall contact the Office of the State Court Administrator and request that such notice be posted on the “Announcements, Closures, Delays or Cancellations” page of the Colorado Judicial Branch Website ([www.courts.state.co.us](http://www.courts.state.co.us)). A link to these notices is prominently displayed on the top of the homepage of the Website.
- B. The District Administrator and/or Chief Probation Officer or designee shall also post the notice of the courthouse and probation office delay on the 1<sup>st</sup> Judicial District homepage.  
[https://www.courts.state.co.us/Courts/District/Index.cfm?District\\_ID=1](https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=1)
- C. The District Administrator or designee shall change the voicemail messages on all general information phone numbers to the courthouse(s) (jury commissioner, administration, clerk’s office, etc.). The phone message should note that the courthouse(s) and or probation office(s) is/are on a delayed opening schedule and include information related to reporting times as outlined below.
- D. If possible, notices shall be posted on all entrances to the courthouse(s) and probation office(s) stating that the courthouse(s) and probation office(s) is/are on a delayed opening schedule and will open at the designated time.
- E. In the event of a delayed opening:
  - a. JURORS must report to the courthouse at 10:00 a.m.
  - b. PARTIES with matters scheduled between 8:00 a.m. and 10:00 a.m. must appear at 10:00 a.m.
  - c. PARTIES with matters scheduled after 10:00 a.m. must appear at their previously scheduled time.

Done at Golden, Colorado this 10<sup>th</sup> day of February, 2017.

  
Philip D. McNulty, Chief Judge  
First Judicial District