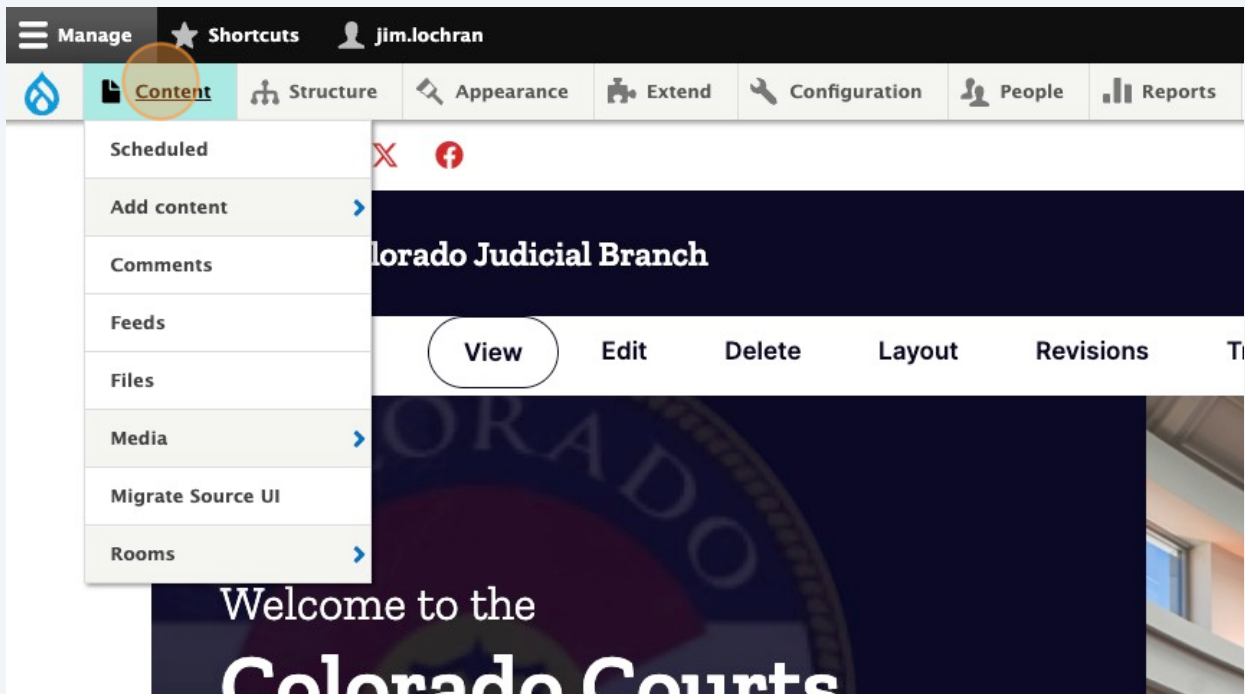


Add / Edit a Location to Colorado Judicial Branch Website

1 Navigate to <https://live-colorado-judicial-branch.pantheonsite.io/>

2 To add a location Click "Content"



3 Click "Add content"

Home > Administration > Content

Content

Content

Blocks

Comments

Feeds


Contacts

Files

Room

Overview

Moderated content

 + Add content

Title

Content type

- Any -



Published status

- Any -



Auth

Language

- Any -



Filter

4 Click "Location"

> **FAQ Item**

> **Job Description**

> **Judge Opportunity**

> **Jury**

> **Jury Reporting Schedule**

> **Location**

Locations such as a courthouse.

> **Oral Arguments**

> **Original Proceedings**

> **Page**

5 Complete the required fields.

Content Structure Appearance Extend Configuration People Reports Hi

Home > Node > Add Content > Create Location

Create Location ☆

Name *

CJB Location ID

Location Type

- None - ▾

6 To edit a location - Click Content

Manage Shortcuts jim.lochran

Content Structure Appearance Extend Configuration People Reports Hi

Scheduled

Add content >

Comments

Feeds

Files

Media >

Migrate Source UI

Rooms >

Content > Create Location

on ☆

Name *

CJB Location ID

Location Type

None ▾

7 Click this dropdown and select location

Moderated content

	Content type	Published status	Authored by
	- Any -	- Any -	

Filter

Content type	Author
--------------	--------

8 Click this button.

Add content

Title	Content type	Published status	Authored by
	Location	- Any -	

Language

- Any -

Filter

Title	Content type	Auth
Adams County Wed 12 06 2023 12 00 8am	Jury Reporting Schedule	anth
Order re Stipulated Agreement	Self-Help Form	sara

9 Once you find the location you want to edit - Click "Edit"

Author	Status	Updated	Operations
waydell.carvalho	Published	12/01/2023 - 15:55	Edit ▼
waydell.carvalho	Published	12/01/2023 - 15:55	Edit ▼
waydell.carvalho	Published	12/01/2023 - 15:55	Edit ▼
waydell.carvalho	Published	12/01/2023 - 15:55	Edit ▼

10 Click the "Name" field to enter or edit the location name.

Home > Node > Yuma County Courthouse > Yuma County Courthouse

Edit Location Yuma County Courthouse ☆

[View](#) [Courtrooms For This Location](#) [Edit](#) [Delete](#) [Revisions](#)

Name *

CJB Location ID

Location Type

11

Click the "CJB Location ID" field. This is a pre-populated field and should not be changed. If you add a new location consult with ITS to get the appropriate value for this field.

View Courtrooms For This Location **Edit** Delete Revisions

Name *
Yuma County Courthouse

CJB Location ID
63

Location Type
Courthouse ▾
Jury ▾

Add another item

12

Click this dropdown to chose the location type. A location can have multiple types

Name *
Yuma County Courthouse

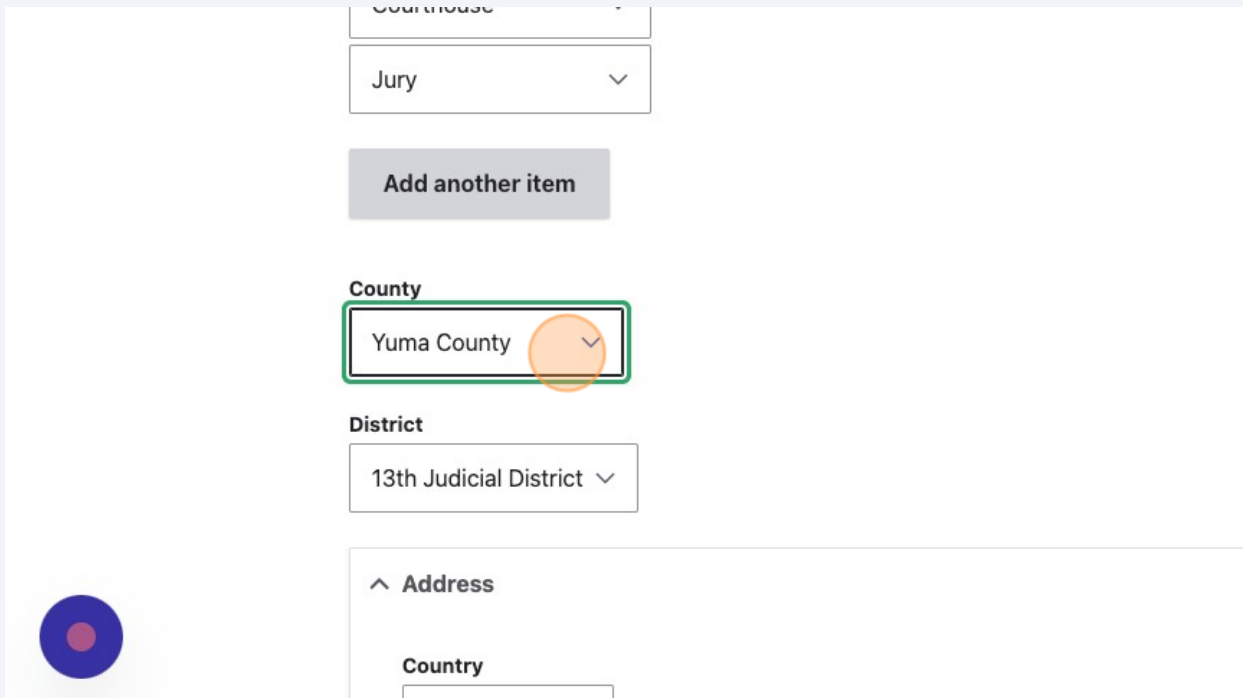
CJB Location ID
63

Location Type
Courthouse ▾
Jury ▾

Add another item

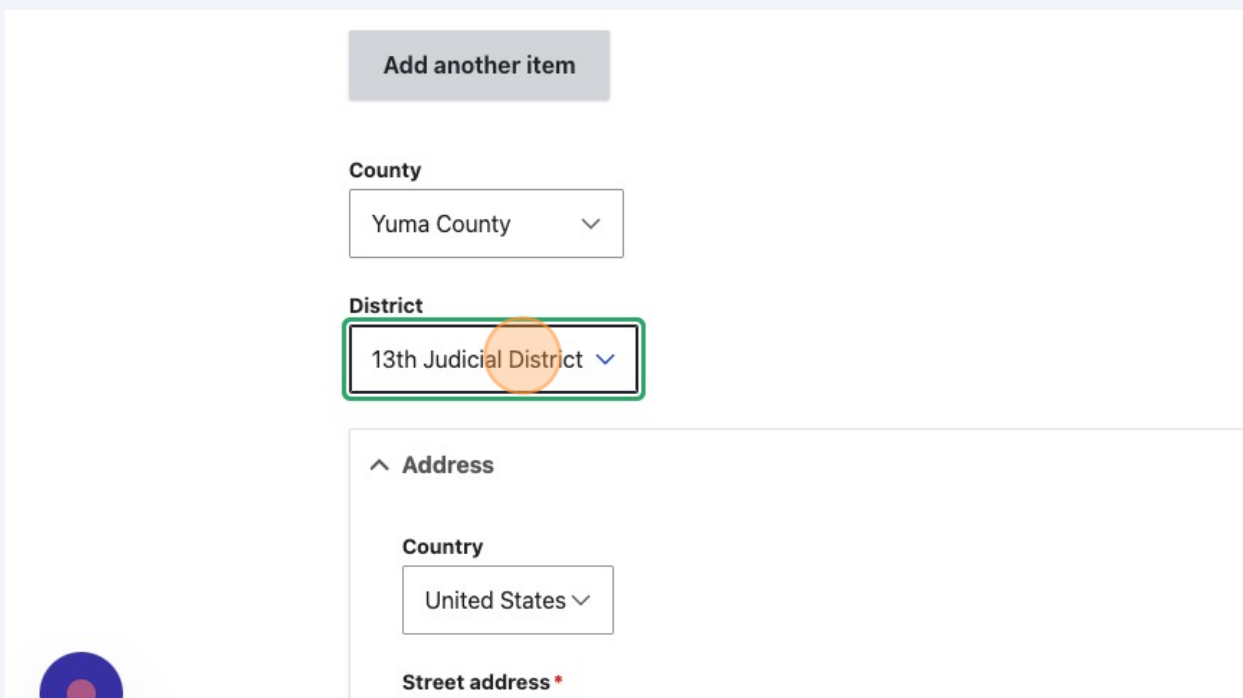
County
Yuma County ▾

13 Click this dropdown to select the county



The screenshot shows a form with several fields. At the top, there is a dropdown menu with 'Court House' selected. Below it is another dropdown menu with 'Jury' selected. A grey button labeled 'Add another item' is positioned below the 'Jury' dropdown. The 'County' dropdown menu is highlighted with a green border and an orange circle, showing 'Yuma County' selected. Below the 'County' dropdown is the 'District' dropdown menu, which has '13th Judicial District' selected. At the bottom, there is an 'Address' section with a 'Country' dropdown menu.

14 Click this dropdown to select the district.



The screenshot shows a form with several fields. At the top, there is a grey button labeled 'Add another item'. Below it is the 'County' dropdown menu, which has 'Yuma County' selected. The 'District' dropdown menu is highlighted with a green border and an orange circle, showing '13th Judicial District' selected. Below the 'District' dropdown is the 'Address' section, which includes a 'Country' dropdown menu with 'United States' selected. At the bottom, there is a 'Street address' field with an asterisk indicating it is required.

15 Click these fields to update the address.

^ Address

Country
United States ▾

Street address*
310 Ash Street

Suite L

City* Wray 🔍

State* Colorado ▾

Zip code* 80758

16 Click the location contact information field to enter contact information.

Wray 🔍 Colorado ▾ 80758

Location Contact Info

Paragraph ▾ **B** *I* 🔗 🗨️ <> ⋮ ½= ▾ 🔗 Source

Phone: 970-592-6120
Fax: 970-332-4119
Email: yumacountycourts@judicial.state.co.us

POWERED BY CKEditor

Text format Basic HTML ▾ [About text formats](#)

Provide location specific phone numbers, fax, email, etc. Avoid adding contact info that belongs on a specific Contact.







Location Hours

17 Click location hours to enter or edit the hours.

Text format Basic HTML [About](#)

Provide location specific phone numbers, fax, email, etc. Avoid adding contact info that belongs on a specific Contact.

Location Hours

Paragraph **B** *I*       Source

Monday - Thursday 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.
Friday 8:00 a.m. - 1:00 p.m.

Text format Basic HTML POWERED BY [About](#)

Provide hours, holidays, and other related info.








Additional Info

18 Click here for additional information.

Text format Basic HTML

Provide hours, holidays, and other related info.

Additional Info

Paragraph **B** *I*    Source   Choose lang...  

Text format Full HTML

19 Click here to upload an image of the location.

Text format Full HTML ▼ [About t](#)

Provide any other relevant information about the location here.

Image

No media items are selected.

Add media

An optional image of the location.
One media item remaining.

Published



20 Click this button.

No media items are selected.

Add media

An optional image of the location.
One media item remaining.

Published

 **Save** **Preview**  **Delete**

