

Chief Judge, Twelfth Judicial District

ORDER Re:

Process when a Courthouse or
A Probation Office must be
Closed on an Emergency basis.



**CHIEF JUDGE
ADMINISTRATIVE ORDER
2016-06**

On rare occasions it is necessary for the Court, county or law enforcement to close a courthouse and/or a probation office in the 12th 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 a courthouse and/or a probation office 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 September 1, 2016, and shall be posted on the district's Webpage (https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=12) where other Chief Judge Orders are posted and available for inspection.

I. COURTHOUSE CLOSURES

- A. As soon as a courthouse closure becomes necessary, the Chief Judge, District Administrator, Chief Probation Officer or their designees, 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). 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 shall also post the notice of the courthouse and probation office closure on the 12th Judicial District homepage (https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=12).
- C. The District Administrator shall change the voicemail messages on all general information phone numbers to the courthouse (jury commissioner, administration, clerk's office, etc.). The phone message should note which 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 affected courthouse(s) and/or probation office(s) stating that the courthouse(s) and/or 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 Court Clerk's Office for the appropriate county 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.

- 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 three alternative dates for rescheduling.
- C. Alternatively, the party or parties may appear at the window of the Clerk of Court on the first day the courthouse is open following the closure to 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 a courthouse is 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.

DONE and SIGNED this 18th day of August, 2016.

BY THE COURT:



Pattie P. Swift, Chief Judge