

**STATE OF COLORADO  
SEVENTH JUDICIAL DISTRICT  
DELTA, GUNNISON, HINSDALE, MONTROSE, OURAY AND SAN MIGUEL  
COUNTIES**

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**ADMINISTRATIVE ORDER NO. 16-05 - POLICIES AND PROCEDURES FOR  
COURTHOUSE CLOSURES AND RESCHEDULING OF HEARINGS**

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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 7<sup>th</sup> Judicial District. These closures are typically due to inclement weather, internet outages 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 August 5, 2016, and shall be posted on the 7<sup>th</sup> Judicial District's Webpage (<http://7thjudicialdistrictco.org>) 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 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. In the event of circumstances making notification to the Office of the State Court Administrator impossible, such notice will be provided as soon as feasible.
- B. The District Administrator and/or Chief Probation Officer shall also post the notice of the courthouse and probation office closure on the 7<sup>th</sup> Judicial District homepage (<http://7thjudicialdistrictco.org>).
- C. The District Administrator shall ensure the voicemail messages on all general information phone numbers to the courthouse (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.

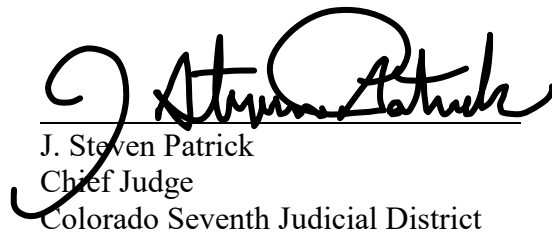
**II. RESCHEDULING PROCEDURES**

- A. In the event of a courthouse closure, the party or parties scheduled to appear for a court hearing may contact the Clerk of Court following the court closure to obtain their next

scheduled court hearing. The Clerk of Court shall reschedule the party or parties' next court hearing and shall send notice to their last known address of record.

- B. In the event of a probation office closure, the probation officer shall contact his/her probation client 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.
- C. 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.

So ordered this 5<sup>th</sup> day of August, 2016.



J. Steven Patrick  
Chief Judge  
Colorado Seventh Judicial District