

EIGHTEENTH JUDICIAL DISTRICT: ARAPAHOE,  
DOUGLAS, ELBERT and LINCOLN COUNTIES,  
COLORADO

Arapahoe County Justice Center  
7325 South Potomac Street  
Centennial, Colorado 80112

Arapahoe County Court, Division A  
1790 West Littleton Boulevard  
Littleton, Colorado 80120

Douglas County Justice Center,  
4000 Justice Way, #2009,  
Castle Rock, Colorado 80104

Elbert County Courthouse,  
PO Box 232, 751 Ute Street,  
Kiowa, Colorado 80117

Lincoln County Courthouse,  
PO Box 128, 103 Third Avenue,  
Hugo, Colorado 80821

•COURT USE ONLY •  
CJO 14-04

**REVISED CHIEF JUDGE ADMINISTRATIVE ORDER: ORDER AUTHORIZING  
CLERKS OF COURT TO DISMISS CERTAIN TRAFFIC, MISDEMEANOR AND  
INFRACTION CASES IN COMPLIANCE WITH BEST BUSINESS PRACTICES  
UPDATED OCTOBER 20, 2011**

In accordance with the “Best Business Practice for Tickets Not Timely Filed with the Court,” updated October 20, 2011, effective immediately, it is ORDERED that:

1. If a defendant appears with a copy of their ticket, but the original is not on file, the Clerks of Courts, or their designees, in the Eighteenth Judicial District (“the Clerks”) are hereby authorized to search for the defendant’s name and ticket number in Eclipse/jPOD. If no case is found, the Clerks are hereby authorized to give the defendant their ticket along with the attached Notice Regarding Untimely Filing of Summons and Complaint.

2. If a defendant appears without a copy of their ticket and no original ticket is on file, the Clerks are hereby authorized to search for the defendant's name in Eclipse/jPOD and if no case is found, advise the defendant that when the original ticket arrives, the case will be dismissed without prejudice. If the defendant requests a document showing that they appeared, the Clerks may advise the defendant that they will need to return with a copy of their ticket. If the defendant returns with a copy of the ticket, the Clerks are hereby authorized to follow the procedure provided in section 1 of this Order.
  
3. If the original ticket is filed with the court after the arraignment date has passed, the Clerks are hereby authorized to create a case in Eclipse/jPOD using the Clerk of Court as the judicial officer. The Clerks shall enter the event code CLDM to close the case and enter "Original ticket not filed timely case dismissed without prejudice per administrative order signed February 3, 2014" in the comments section. The Clerks shall enter the DMCT code when the pop-up window appears to dismiss the charges. If it is an infraction, petty offense, or penalty assessment case, the Clerks shall not send a copy of the ticket to law enforcement for reissuance. If it is a misdemeanor or traffic offense case, the Clerks shall make a copy of the ticket and send the copy to the District Attorney to determine if the ticket will be reissued.

SO ORDERED this 3rd day of February, 2014.

BY THE COURT:



WILLIAM BLAIR SYLVESTER  
CHIEF JUDGE  
EIGHTEENTH JUDICIAL DISTRICT



**STATE OF COLORADO**

**NOTICE REGARDING UNTIMELY FILING OF SUMMONS AND COMPLAINT**

**Notice to Defendant**

Date: \_\_\_\_\_

The attached summons and complaint orders you to appear in the \_\_\_\_\_ on \_\_\_\_\_ As of this date the original Summons and Complaint has not been filed with this court as required by statute. The court will dismiss these charges without prejudice. The District Attorney and/or police agency will be notified of this dismissal and may elect to re-file the charges by issuing a new Summons and Complaint. If you are personally served with a new Summons and Complaint you must appear in court at the place, date and time indicated.

Clerk of Combined Courts

By \_\_\_\_\_  
Deputy Clerk

**Notice to Agency**

Date: \_\_\_\_\_

\_\_\_\_\_ The defendant appeared on \_\_\_\_\_ with the attached Summons and Complaint. The original Summons and Complaint had not been filed with Court prior to the date and time of arraignment. The court has dismissed these charges and has notified the defendant of the dismissal and your right to serve a new summons and complaint for these charges.

\_\_\_\_\_ The attached Summons and Complaint was received by the court after the date and time of appearance. The court has dismissed these charges without prejudice. You may issue and new summons and personally serve the defendant if you wish to do so.

Clerk of Combined Courts

By \_\_\_\_\_