



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 05-103

SUBJECT: Children in the Workplace/ Volunteers

**To: Judicial Officers, Court Executive, Clerk of Court, Chief Probation Officer,
Trial Court and Probation Staff**

**From: Ingrid S. Bakke
Chief Judge**

DATE: March 2, 2020


This order replaces the version of 20th Judicial District Administrative Order 05-103 dated September 7, 2005.

The Twentieth Judicial District recognizes the challenges created by caring for children and balancing full-time work. The court is also a business environment and must be accountable to the citizens of Boulder County and the state of Colorado. All employees have the right to a work environment that is conducive to providing quality customer service and allows employees to efficiently, effectively and accurately complete their daily duties.

Effective April 1, 2020, between court business hours of 8:00 a.m. and 5:00 p.m., Monday-Friday. Twentieth Judicial District employees are expected to make suitable childcare and after school arrangements for their children/grandchildren. If childcare is unavailable or a child/grandchild is ill, the child/grandchild's parents/grandparents are expected to take Paid Time Off (PTO) to care for their child/grandchild.

Exceptions may be granted by the Chief Judge.

Effective September 12, 2005, all volunteers and interns for the Twentieth Judicial District must be 18 years old.



Hon. Ingrid S. Bakke
Chief Judge
Twentieth Judicial District