

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

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

Arapahoe County Courthouse
1790 West Littleton Boulevard
Littleton, Colorado 80120

Douglas County Justice Center
4000 Justice Way #2009
Castle Rock, Colorado 80109

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 •
October 19, 2016

Division 201

**ADMINISTRATIVE ORDER PROVIDING INFORMATION TO THE
PUBLIC ON COURTHOUSE AND PROBATION OFFICE CLOSURES
IN THE 18TH JUDICIAL DISTRICT**

On rare occasions it is necessary for the Court, the County, or law enforcement to close the courthouses and/or probation offices in this judicial district, the 18th Judicial District (Arapahoe, Douglas, Elbert, and Lincoln counties). 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 or a probation office, it is typically a result of unforeseen circumstances. As a result, hearings or other meetings cannot be rescheduled in advance.

Pursuant to the provisions of Chief Justice Directive 95-01 (Authority and Responsibility of Chief Judges), the following procedures related to courthouse and probation office closures are effective October 19, 2016, and shall be posted on this judicial district's website:

www.courts.state.co.us/Courts/District/Local_Resources.cfm?District_ID=18.

I. COURTHOUSE AND PROBATION OFFICE CLOSURES

- A. As soon as a courthouse or probation office closure becomes necessary in this judicial district, a notice will be posted on the "Announcements, Closures, Delays or Cancellations" page of the Colorado Judicial Branch website: www.courts.state.co.us/.
- B. Whenever a courthouse or probation office closure becomes necessary in this judicial district, a notice will be posted on the 18th Judicial District website:
www.courts.state.co.us/Courts/District/Index.cfm?District_ID=18.
If possible, this notice will also be posted on all entrances to the courthouses and probation offices affected, stating that the courthouses and probation offices are closed and will reopen as soon as a safe and secure environment has been restored.
- C. In the event of a courthouse or probation office closure in this judicial district, the District Administrator will change the voicemail messages on all general information phone numbers to the affected courthouse or probation office (jury commissioner, administration, clerk's office, etc.). The phone message will indicate that the identified courthouses and probation offices are closed. Further, the phone message will include information related to rescheduling hearings or meetings as set forth below.

II. RESCHEDULING PROCEDURES

- A. If there is a courthouse closure in this judicial district, the party or parties scheduled to appear for a court hearing are to appear at 8 a.m. on the first business day following the closure unless instructed otherwise by the judicial officer in charge of the case or by the assigned division's staff.
- B. If there is a probation office closure in this judicial district, the probation client scheduled to attend a meeting is to contact his/her probation officer, or the probation officer's supervisor, to reschedule the meeting. Probation clients may also present themselves to the probation office on the first business day following the probation office closure to either reschedule the meeting for a future date or to proceed with the meeting on the same day if possible.
- C. Citizens who are summoned to appear for jury duty on a day when there is a courthouse closure in this judicial district must check the Jury Commissioner's website or call the Jury Commissioner's phone number for additional information. The web address and phone number are included on the summons.
- D. When there is a courthouse closure in this judicial district, jurors who have already been selected to be on a jury must follow the instructions provided by the judicial officer in charge of the case or by the assigned division's staff. Otherwise, jurors must report to the courthouse at 8 a.m. on the first business day following the courthouse closure.

Done this 19th day of October of 2016.

BY THE COURT:



Carlos A. Samour, Jr.

Chief Judge

Eighteenth Judicial District