

**SEVENTEENTH JUDICIAL DISTRICT  
ADAMS COUNTY AND THE CITY AND COUNTY OF BROOMFIELD  
ORDER OF THE CHIEF JUDGE 09-08 AMENDED**

**INCLEMENT WEATHER/COURT CLOSURE POLICY**

**COURT CLOSURE**

People who were scheduled to work on the day of a court closure should show Admin Leave in JETRS & on their time sheet.

People who were not scheduled to work get no benefit from the closure. Their timesheet should still reflect PTO, Jury, LWOP, etc.

Admin Leave accrued due to weather-related closures must be used prior to using PTO.

**PROCEDURE – NOTIFICATION TO EMPLOYEES REGARDING COURT CLOSURE:**

If no closure is ordered, District Administrator will email employees that it will be business as usual (17thAdams and 17<sup>th</sup>Probation).

If closure ordered:

- 1) The Adams County Office of Emergency Management (OEM) will activate the emergency notification system.
- 2) The District Administrator will send an email notice to 17thAdams, 17thProbation, State Court Administrator's Office and Court Security:

*Good morning. This is a message from the 17th Judicial District. The Chief Judge has ordered the Adams and Broomfield courts and probation offices closed today, due to dangerous weather conditions. Do not come to work today.*

- 3) The District Administrator will call the Clerks of Court to update their main phones:

*Good morning. The Chief Judge has ordered the Adams and Broomfield courts closed today due to dangerous weather conditions. Do not come to*

*the courthouse. All court appearances scheduled for today are extended one business day. Thank you.*

- 4) The District Administrator will call the Jury Commissioners to update their jury phones:

*Good morning. The Chief Judge has ordered the Adams and Broomfield courts closed today due to dangerous weather conditions. Do not come to the courthouse. Jurors not already impaneled will be rescheduled by the Jury Commissioner. Thank you.*

- 5) The District Administrator will update the 17th Judicial District site:

*The Chief Judge has ordered the Adams and Broomfield courts closed today due to dangerous weather conditions. All court appearances scheduled for today are extended one business day.*

- 6) The District Administrator will update news media sites.

#### **PROCEDURE – DEFENDANTS SCHEDULED TO APPEAR WHEN COURT IS CLOSED**

In the event of court closure, defendants may add on the following day in accordance with Chief Judge Order 11-08 Add on Policy.

#### **EARLY CLOSURE – SKELETON CREW & SOME DIVISIONS REMAINING**

Clerk's Offices will arrange to have coverage in all areas. It will be in the discretion of the judges & magistrates as to whether or not to close their division early.

People who get to leave at the time of the early closure need to show Admin Leave from the time of the early closure until the time they are scheduled to leave work. If people leave prior to the time of the early closure, that time will be PTO.

People who stay will accrue Admin Leave from the time of the early closure until the time they are scheduled to leave work.

People who did not work at all get no benefit from the early closure. Their timesheet should still reflect PTO, Jury, LWOP, etc.

Divisions that are in trial & continue after time of early closure need to notify the District Administrator, Clerk of Court or Jury Commissioner regarding what instructions were given to the jurors, parties or witnesses about returning on the next business day so arrangements can be made in the event of delayed opening or court closure on the next business day.

**COURT OPEN DURING INCLEMENT WEATHER**

EMPLOYEES: If the weather is bad but the court is open, employees must use PTO if they are unable to get to work. If employees are late because of bad weather, they may flex the time if it is three hours or less.

DEFENDANTS: If the weather is bad but the court is open, defendants who appear late may still add on after the normal add on time. Defendants who are not able to appear at all may add on the following day in accordance with Chief Judge Order 11-08 Add on Policy.

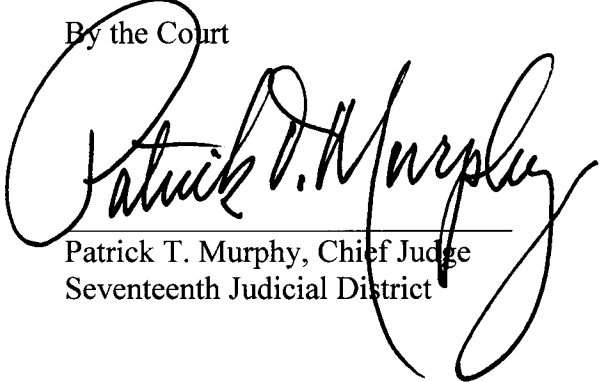
JURORS: Jurors not already impaneled will be rescheduled by the Jury Commissioner.

OTHERS: If the weather is bad but the court is open, the following situations must be referred to the division to which the case was assigned:

- a juror already impaneled who is unable to appear
- one party or attorney on a case who is unable to appear but the other party does appear
- a subpoenaed witness who is unable to appear

So ordered as amended this 8th day of November, 2016.

By the Court

A large, stylized handwritten signature in black ink, which appears to read "Patrick T. Murphy". The signature is written over a horizontal line that separates it from the printed name below.

Patrick T. Murphy, Chief Judge  
Seventeenth Judicial District