

**SEVENTEENTH JUDICIAL DISTRICT**

ADAMS COUNTY AND THE CITY AND COUNTY OF BROOMFIELD

ORDER OF THE CHIEF JUDGE

2011-08, as amended 11/8/2016

**ADAMS COUNTY COMBINED COURT ADD-ON POLICY**

When a party meets the add-on criteria they must appear between 7:30 a.m. and 8:30 a.m. during normal business days at one of the Traffic / Criminal / Juvenile windows. The court will not accept add-ons during judicial conference.

Parties may add on for the following reasons unless there is an active warrant

- 1) To appear early for a hearing. They may appear early after the court has received the summons from the issuing agency. When a party wants to appear early for anything other than a first appearance they must contact the District Attorney's office prior to adding on at (303) 659-7720.
- 2) To have a mittimus changed; in home or jail. Examples: to address stay of executions or changing in home to jail.
- 3) To inquire about court ordered classes or ups.
- 4) To have a restraining order vacated or modified
- 5) To address bond
- 6) To get permission to leave the state
- 7) If a party fails to appear for court they may appear the next day between 7:30 a.m. and 8:30 a.m. If they are on bond they must appear with consent from the surety or cash surety (notarized). Defendants who posted their own funds or a PR bond may also appear.

Parties with warrants

If a party who has a warrant calls and wants to appear, they would be told that they have to post bond at the Adams County Detention Facility. The Clerk's Office would inform the party that the warrant would remain active until they post bond or are arrested.

Parties with a warrant may add on if they meet the following criteria

- 1) Party with a valid consent of surety (consents over 29 days old will not be accepted)
- 2) Party with a notarized letter of consent from cash surety
- 3) Party with the cash surety who has valid ID

- 4) Party provides medical or military documentation indicating where they were on the date of the failure to appear
- 5) Party with valid documentation of criminal impersonation

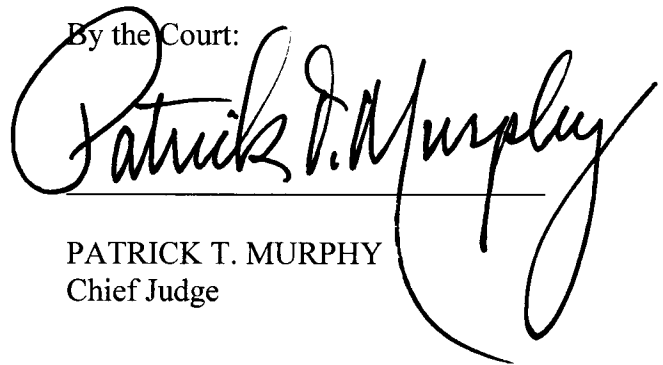
Under the following circumstance parties would be advised to file a motion as they could not appear as an add on

- 1) Reconsideration of sentences
- 2) Someone appearing to get an emergency furlough for a prisoner. (Chief Judge letters regarding same are on the "H Drive)
- 3) Not a party to the case
- 4) When a party wants to appear for a plea bargain in an infraction case after the case has been set for a final hearing.

Exceptions to this policy are discouraged however, if the judicial officer or division staff elects to make an exception to the policy the division staff is responsible for pulling the files and advising the parties to appear directly in the division.

So ordered as amended this 8<sup>th</sup> day of November, 2016.

By the Court:

A handwritten signature in black ink that reads "Patrick T. Murphy". The signature is written in a cursive style with a large, looping initial "P". A horizontal line is drawn across the signature, and the signature continues below the line.

PATRICK T. MURPHY  
Chief Judge