

**SEVENTEENTH JUDICIAL DISTRICT  
ADAMS COUNTY AND THE CITY AND COUNTY OF BROOMFIELD  
ORDER OF THE CHIEF JUDGE**

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16-03

**Tickets Not Filed Timely with the Courts**

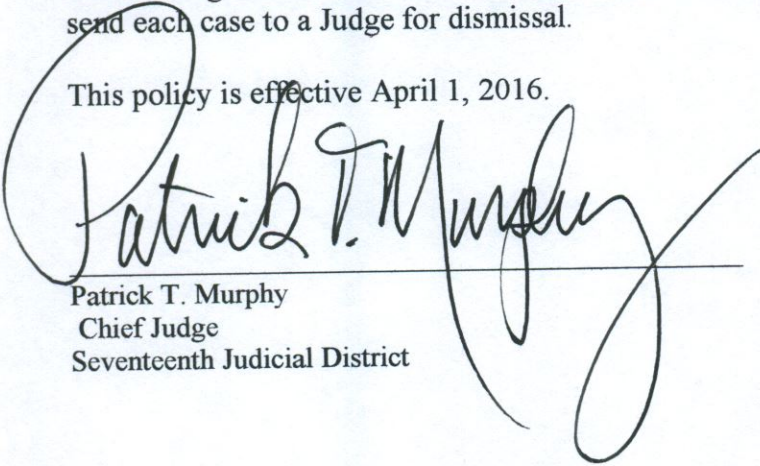
**Criminal Rule 4.1(3)(II)** states in part: a copy of the summons and complaint shall be filed immediately with the County Court before which appearance is required and a second copy shall be given to the District Attorney or his Deputy for such county.

When a defendant appears for court and the ticket has not been filed with the court or if the ticket is filed late by law enforcement and or/DMV, a standardized process had been created to create accurate statistics and consistent processing.

The defendant will sign and be given a copy of the "Notice Regarding the Untimely Filing of Summons and Complaint" acknowledging that the charges will be dismissed without prejudice but the case may be reopened by service of a new Summons and Complaint. The defendant is also handed the "Advisement Concerning the Sealing of Arrest and Criminal Records Other than Convictions" (JDF 315). The notice is uploaded and a copy of the notice is served upon the District Attorney's office.

This order gives the Clerk of Court authority to dismiss these cases without having to send each case to a Judge for dismissal.

This policy is effective April 1, 2016.

  
Patrick T. Murphy  
Chief Judge  
Seventeenth Judicial District