

Pursuant to the provisions of Chief Justice Directive 95-01 (Authority and Responsibility of Chief Judges), the following procedures related to courthouse closures and resetting of hearings is effective this date.

I. COURTHOUSE CLOSURES

- A. Once a decision has been made to close or delay opening of the Dennis Maes Pueblo County Judicial Building, notifications of the decision are made by the District Administrator and Chief Probation Officer. In the absence of the Chief Judge, District Administrator, and Chief Probation Officer, responsibility falls to the Clerk of Court. Notifications are made to, and in order of the following:
1. Judicial Building Facilities staff
 2. FlashAlert emergency messenger service for notifications to electronic devices of FlashAlert account holders (staff and public) and local television stations
 3. Pueblo County Sheriff's Office
 4. Clerk of Court, Jury Commissioner, Court Supervisors and Probation Supervisors
 5. Office of the State Court Administrator for posting on the "Announcements, Closures, Delays or Cancellations" page of the Colorado Judicial Branch Website (www.courts.state.co.us)
- B. The District Administrator and/or Chief Probation Officer shall also post the notice of the courthouse and probation office closure on the 10th Judicial District homepage.
- C. The District Administrator shall change the voicemail message on the Court's main information line at 719-404-8700. The Chief Probation Officer shall change the voice mail message on the Probation Department's main information line at 719-253-5600. The Jury Commissioner shall change the voicemail message on the juror reporting line at 719-404-8986. The phone message should note that the courthouse and probation offices are closed and include information related to rescheduling of hearings or meetings as outlined below.
- D. If possible, notices shall be posted on all entrances to the courthouse(s) and probation office(s) stating that the courthouse(s) and probation office(s) is/are closed and will reopen as soon as a safe and secure environment has been restored.

II. RESCHEDULING PROCEDURES

- A. In the event of a courthouse closure, the party or parties scheduled to appear for a court hearing are to contact the division clerk on the next business day following the court closure to reschedule the hearing. In the event of a delayed opening, the party or parties

- scheduled to appear during the time the building remains closed, shall appear at the time of the delayed opening.
- B. Alternatively, the party or parties may appear at the window of the Clerk of Court on the first day the courthouse is open following the closure or when the building is open following a delay to ask that they be added to the days docket or arrange a rescheduling at a future date.
 - C. In the event of a probation office closure, the probation client is to contact his/her probation officer, or the probation officer's supervisor to reschedule their meeting. Probation clients may also present themselves to the probation office on the first business day following the probation office closure, or in the event of a delayed opening, appear at the time of opening to either reschedule their appointment for a future date or have the appointment conducted on the same day if possible.
 - D. Jurors summoned for a day when the courthouse is closed or opening is delayed are to check the Jury Commissioner's Webpage or call the Jury Commissioner's phone number for additional information. The Webpage URL and phone number are included on the summons.


Deborah Eyer, Chief Judge