DISTRICT COURT, LARIMER COUNTY, COLORADO 201 Laporte Avenue, Suite 100 Fort Collins, CO 80521 Telephone: (970) 494-3500	
ADMINISTRATIVE ORDER REGARDING TERMS AND CONDITIONS OF PROBATION	**COURT USE ONLY**
ADMINISTRATIVE ORDER 2019-11	

When a district court criminal defendant is sentenced to probation, it has been the practice in this district for the probation department to sign terms and conditions of probation with the probationer, then file the signed terms and conditions with the court for signature by the district court judge. Since JPOD implementation, probation has used the Final Order and Judgment (FOJ)in ECLIPSE as the controlling document for specific terms and conditions from county court. Both the FOJ and standard terms and conditions are reviewed and signed by the probationer in accordance with Probation Standard 4.01. This process has reduced unnecessary work processes for both the courts and probation.

Probation is hereby authorized to utilize the FOJ in ECLIPSE as the sole source for specific terms and conditions of probation for both district and county court cases. The district court judges shall not be required to sign the probation terms and conditions. Further, signed terms and conditions will be maintained in probation files and provided to the court when so requested by any party or judicial officer.

Dated this 22nd of March, 2019.

Stephen E. Howard
Chief Judge, Eighth Judicial District

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