

DISTRICT COURT, LARIMER COUNTY, COLORADO 201 Laporte Avenue, Suite 100 Fort Collins, CO 80521 Telephone: (970) 494-3500	COURT USE ONLY
ADMINISTRATIVE ORDER CONCERNING TRAFFIC INFRACTION STANDARD PLEA BARGAINS (Revising and replacing Administrative Order 2006-02)	
ADMINISTRATIVE ORDER 2019-4	

The District Attorney's office does not review traffic infractions. The criminal unit within the clerk's office will now prepare an Advisement, Plea and Acknowledgment of Rights Traffic Infraction form (LCC27) at the time the infraction case is created. The clerk entering the infraction case will prepare the form with a standard plea bargain as set forth on the attached document which was approved by the District Attorney's office.

Defendants must appear in person, by their attorney, or by any other authorized representative to accept the plea bargain. The plea bargain is only open for acceptance up to and including the first hearing. If a plea offer is not attached to the infraction ticket when the defendant comes to pay, the criminal unit will prepare one upon request.

If someone other than the defendant, defendant's attorney, or defendant's authorized representative appears in court prior to the first hearing to pay the ticket, they should:

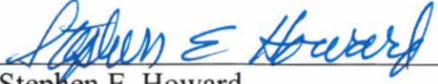
1. Be given the plea offer to take back to the defendant to have him/her sign and send back to the court with payment for the proper amount. The case should not be continued any time past the first hearing date.
2. Be told only the defendant can pay the ticket prior to the first hearing date.

If the defendant or someone else on the defendant's behalf calls to get a payoff amount, they should be given the original amount on the ticket plus court costs. However, they should also be told that if the defendant wants a plea offer, the defendant must appear in person on or before the first hearing date to receive the plea offer.

Defendants who fail to appear on their first hearing date will have a default judgment entered against them for the original charge, fine, appropriate surcharges, court costs, late fee, time fee, and a \$30.00 outstanding judgment warrant (OJW) fee. If the ticket is paid before 4:30 p.m. on the date of the first hearing, the late fee will be waived.

This order supersedes and replaces Administrative Order 2006-02 and any amendments to that order.

SO ORDERED this 1st day of January, 2019.



Stephen E. Howard
Chief Judge, Eighth Judicial District