

DISTRICT COURT, WELD COUNTY, COLORADO Court Address: 901 9th Avenue, Greeley, CO 80631-1113 Mailing Address: P.O. Box 2038, Greeley, CO 80632-2038	<p style="text-align: center;">▲ COURT USE ONLY ▲</p>
ADMINISTRATIVE ORDER 13-10	
ORDER REGARDING EMPLOYEE CONFLICT OF INTEREST WITH CASES PENDING BEFORE THE COURT, and EMPLOYEES UNDER DISCIPLINARY INVESTIGATION OR CHARGED WITH A CRIME	

Pursuant to Colorado Judicial System Personnel Rule 22.C, Conflict of Interest with Cases Pending Before the Court – An employee shall avoid any involvement in the processing of any matter before the courts or probation in which the employee has a personal, business or family interest and immediately inform the Administrative Authority of the existence of such conflict of interest in writing within three calendar days. Failure to do so may result in corrective or disciplinary action.

Further, pursuant to Colorado Judicial System Personnel Rule 29.E.1. – Notification – An employee who is arrested or charged with any felony, any misdemeanor, or any traffic or petty offense involving drugs or alcohol, shall notify his/her Administrative Authority within three calendar days of being arrested or charged. The employee must notify the Administrative Authority upon final resolution of any filed charges.

The procedures set out below are to be followed when an employee, intern or volunteer has such a conflict of interest:

1. Upon first learning of a case involving such a conflict being filed, or if an employee, intern or volunteer is uncertain if such a conflict exists, or upon being arrested or charged with any felony, misdemeanor, or any traffic or petty offense involving drugs or alcohol, the employee, intern or volunteer shall immediately inform the Administrative Authority which shall be the Clerk of Court and the District Administrator if you are a member of the court staff, or the Chief Probation Officer if you are a member of the probation department.
2. Upon request of the Administrative Authority you shall provide written notice to the Administrative Authority in a form approved by the District Administrator.
3. The employee, intern or volunteer shall not process any documents regarding the case file nor access the electronic case management system (ICON/Eclipse/FileBound/JPOD) regarding the case.

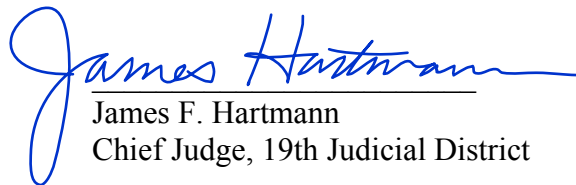
4. If an employee, intern or volunteer wishes to review the case file involving any of the individuals set out above, they must submit a written request to the Clerk of the Court or Chief Probation Officer. The Clerk of Court or Chief Probation Officer shall make arrangements for the file to be reviewed in the presence of the unit supervisor, Clerk of Court, or Chief Probation Officer.
5. The Clerk of Court or Chief Probation Officer shall, in collaboration with the District Administrator and/or Chief Judge, inform the judge assigned to the case when a case has been filed that involves any of the situations set out in this policy.

The failure to comply with the above policy may be deemed a violation of the Colorado Judicial Branch Code of Conduct and /or the Colorado Judicial System Personnel Rules and may be grounds for corrective or disciplinary action.

This Administrative Order replaces Administrative Order 10-11, which is hereby vacated.

Dated: November 4, 2013

By the court:


James F. Hartmann
Chief Judge, 19th Judicial District