

DISTRICT COURT, LARIMER COUNTY, COLORADO 201 Laporte Avenue, Suite 100 Fort Collins, CO 80521 Telephone: (970) 494-3500	
<p style="text-align: center;">ADMINISTRATIVE ORDER REGARDING USE OF ELECTRONIC DEVICES IN RELATION TO COURT PROCEEDINGS IN THE 8TH JUDICIAL DISTRICT (Amended Administrative Order 2012-2, Amended on April 3, 2020, June 29, 2020)</p>	
<p style="text-align: center;">SECOND AMENDED ADMINISTRATIVE ORDER 2012-2</p>	

Pursuant to the authority granted to the undersigned Chief Judge by Chief Justice Directive 95-01, the following order is hereby entered concerning the possession and use of electronic devices, for example, but not limited to devices such as cell phones, laptop, and tablet computers, within or in relation to proceedings conducted in the Larimer County Justice Center, Loveland County Courts and Jackson County Courthouse.

In all courtrooms: All electronic devices shall be turned off. The sole exception to this prohibition is that such devices may be used for note taking, settings, and use of stored electronic data for court proceedings. Those devices may be used only so long as they are muted and not disruptive of any court proceedings. Any electronic transmission, streaming or recording of information of a court proceeding is prohibited without express consent of the Court. No person, except court personnel, may make any audio or visual recording of any kind by use of a camera, phone, computer or any electronic devices capable of making any audio or visual image or recording. Official transcript of proceedings may be requested through appropriate court personnel. A judicial officer may further restrict use and possession of electronic devices in his or her courtroom.

In all hallways and public areas of the building (other than courtrooms): Electronic devices may be used so long as such use is not disruptive of the court proceedings. Phones must be set to vibrate and silent ring settings and may not be used to capture images, videos, or audio recordings. Any type of recording or capturing images, whether audio or visual, or both, by use

of any type of audio or visual recording device, including but not limited to cameras, tape recorders, phones, laptop and tablet computers, anywhere is strictly prohibited without express consent of the Court. A judicial officer may further restrict use and possession of electronic devices to avoid disruption of court proceedings.

During remote access to court proceedings: The use of electronic or other recording devices to preserve or transmit recorded or live court proceedings by a person with business before the court appearing remotely, or by a member of the public observing remotely, whether audio or visual, or both, by use of any type of audio or visual recording and/or transmitting device, including but not limited to cameras, phones, laptop and tablet computers, is strictly prohibited without express consent of the Court. A person is appearing or observing remotely if that person is not physically present in the courtroom but has an electronic connection that enables him or her to hear and/or see court proceedings as they happen.

Exceptions: Notwithstanding the limitations and restrictions set forth above, law enforcement may record events anywhere in the courthouse when they are actively engaged with people in the course of their official capacity as law enforcement officials. All other exceptions to the rules set forth in this Administrative Order may be granted solely by the expressed permission of a judicial officer.

Media: Members of the media desiring access to the Larimer County Justice Center, the Larimer County Courts portion of the Loveland Police and Courts Building or the Jackson County Courthouse with cameras or other recording devices shall be required to present a valid media credential or other valid photo identification and business card at the security checkpoint. With valid credentials or identification, cameras shall be permitted and may be used in the hallways and public areas of the building. Public Access to Records and Information Court Rule 2, Chapter 38, governing Expanded Media Coverage governs use of cameras in the courtrooms. Pursuant to that rule use of cameras and other recording devices is allowed only upon express consent of the judicial officer presiding over the proceeding.

Violations: These are the rules of the courts at the Larimer County Justice Center, the Larimer County Courts in Loveland and Jackson County Courthouse. They are orders of the Court. Anyone found to be in violation of these rules may be found in contempt of court for violation of this order. Sanctions may be punitive or remedial, or both, and may include a fine and jail sentence. Upon probable cause to believe that a violation of this order is occurring or

has occurred, the Court, security personnel and law enforcement officers are authorized to inspect and prohibit any item which they reasonably believe was used in violation of this order. If any phone, camera, or other electronic devices was used or is being used in violation of this order, law enforcement may be summoned and, upon a finding of probable cause, he or she may confiscate such items based on their observations or investigation and or on a credible third-party report of such a violation. Law enforcement shall promptly notify the judicial officer assigned to that courtroom and, only at the direction of that judicial officer, shall then examine the device and delete any photos or recordings that were taken in the courtroom in violation of this order. The judicial officer assigned to that courtroom shall make a determination as to what sanctions, if any, shall be imposed and the disposition of the device. In all other instances of a violation occurring outside the courtroom, security personnel and law enforcement officers have the discretion to investigate for any possible violation of this order or of any criminal laws. They may take no action or, in their discretion, contact any judicial officer for direction as to the appropriate course of action, based on the particular circumstances involved.

Amended and Dated this June 29, 2020.

A handwritten signature in black ink, appearing to read "Stephen E. Howard", is written above a horizontal line.

Stephen E. Howard
Chief Judge, Eighth Judicial District