

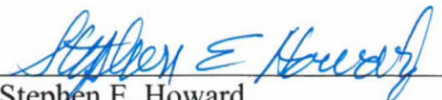
DISTRICT COURT, LARIMER COUNTY, COLORADO 201 Laporte Avenue, Suite 100 Fort Collins, CO 80521 Telephone: (970) 494-3500	
ADMINISTRATIVE ORDER CONCERNING CREDIT CARD POLICY (Revising and replacing Administrative Order 2000-04)	COURT USE ONLY
ADMINISTRATIVE ORDER 2019-2	

The procedures set out below are to be followed when accepting payments by credit card:

1. Visa, MasterCard and Discover will be accepted for payment of all court ordered fines, restitution, filing fees and for payment of miscellaneous court fees such as copy fees and search fees.
2. Credit card payments may be made by presenting the card at the service point or by submitting payment online.
3. Credit cards shall not be accepted for appearance bonds.
4. Credit cards shall not be accepted for digital recording requests unless prior approval is granted by the Clerk of Court.
5. Credit cards that bear no name but list an expiration date may be accepted. These are often payroll or benefit cards. If the credit card can be used to make a payment online, it should be accepted at the clerk's office counter.
6. If for some reason the credit card chip cannot be read and/or the card will not swipe, the card may be entered manually after a valid ID is presented. The name on the card and the ID must match.
7. The court does not accept any credit card payments by phone.
8. The clerk shall obtain an authorization approval before receipting the funds into Eclipse.
9. The clerk shall write the case number and receipt number generated by Eclipse on the credit card authorization receipt.

This order supersedes and replaces Administrative Order 2000-04 and any amendments to that order.

SO ORDERED this 17th day of January, 2019.



Stephen E. Howard
Chief Judge, Eighth Judicial District