


DISTRICT COURT, LARIMER COUNTY, COLORADO 201 Laporte Avenue, Suite 100 Fort Collins, CO 80521 Telephone: (970) 494-3500	<div data-bbox="1040 653 1343 686" data-label="Text"> <p><b>COURT USE ONLY</b></p> </div>
<div data-bbox="241 514 963 657" data-label="Section-Header"> <p align="center"> <b>ADMINISTRATIVE ORDER          CONCERNING COLLECTION INVESTIGATOR          AUTHORITY</b> (Revising and replacing Administrative          Order No. 2009-05)       </p> </div>	
<p align="center"><b>ADMINISTRATIVE ORDER 2019-14</b></p>	

Unless the court grants a stay of execution, all fees, fines, restitution and court costs shall be due by close of business on the day that they are assessed. The Collections Investigator is hereby authorized as follows:

1. To conduct interviews with person requesting a stay of execution (SOE) on monies due to the court;
2. To require persons requesting a SOE to complete a financial worksheet and to provide necessary financial documentation that will be used to evaluate ability to pay;
3. To make necessary contact to verify the information provided by the applicant;
4. To evaluate each financial worksheet, grant or deny the SOE request based upon the applicant's financial ability and determine the length of SOE and payment schedule;
5. To require verification of job search contacts in conjunction with the SOE granted;
6. To contact persons owing monies to the court to notify them of delinquency and to discuss payment arrangement or schedule a follow-up interview;
7. To collect monies due to the court by means of garnishment, voluntary payroll deduction, attachment of earnings or any other legal collection method;
8. To conduct an asset investigation on any person who owes over \$5,000.00 in restitution;
9. To supervise probation cases where monies are the only condition to be completed before termination, including filing revocations or extensions as necessary.

In the event the Collection Investigator is absent or otherwise unavailable, an acting Collection Investigator designated by the Clerk of the Court or District Administrator shall assume the authority granted herein.

Dated this 5<sup>th</sup> of September, 2019.

  
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Stephen E. Howard  
Chief Judge, Eighth Judicial District