

Routt County Combined Court

1955 Shield Dr Unit 200

Steamboat Springs, CO 80487

Or by email at [routtclerk@judicial.state.co.us](mailto:routtclerk@judicial.state.co.us)

970.879.5020 ext 7

**Q. CAN I PAY MY TICKET WITHOUT APPEARING IN COURT?**

A. Some tickets may be resolved without appearing in court. You MUST read the entire back of your ticket for instructions on how to do this, and to ensure you do so before the deadline. If you do not resolve your ticket before the deadline, you should contact the Clerk of Court to see if you can enter a plea and receive a reduction and pay before your court hearing. See next paragraph.

**Q. CAN I ENTER A PLEA BY MAIL OR VIA THE TELEPHONE OR EMAIL?**

A. You may be eligible to enter a plea by mail or email, and if you do so you may be eligible for a reduction in the charges/points/fine. If you are eligible, you must complete the plea paperwork and make payment prior to your court appearance. To find out if you are eligible, two weeks before your court appearance you should contact the Clerk of Court by coming to the courthouse in person or at 970.879.5020 ext 7 or [routtclerk@judicial.state.co.us](mailto:routtclerk@judicial.state.co.us).

**Q. IF I DO NOT PAY MY TICKET PRIOR TO THE DEADLINE ON THE BACK OF THE TICKET, CAN I STILL PAY FOR THE TICKET TO THE COURT FOR THE TICKET PRIOR TO THE COURT DATE ON THE TICKET?**

A. If any part of your ticket says "summons" next to the charge, then you MUST appear in court for your court appearance and you are not eligible to resolve your case before your court hearing. If your ticket does not say "summons" next to the charge, you can likely take care of the ticket before your court appearance by following the instructions above.

**Q. WHY DO I HAVE TO GO TO COURT IF I HAVE ALREADY PAID MY TICKET.**

A. Unless the Clerk of Court and/or the judge approve your payment, you **MUST** appear in court. If you believe you have already paid your ticket and should not have to appear in court, provide proof of payment to the Clerk of Court prior to your court appearance. Proof of payment must include the amount paid, the date, and the citation number the payment was received for. The Clerk of Court does not have the ability to verify your payments. For this reason, you may want to wait and take care of your ticket with the Clerk of Court as described above, or by coming to court on the day/time of your court appearance.

**Q. CAN I RESCHEDULE MY COURT APPEARANCE?**

A. Only a Judge can reschedule your court date. At least a week in advance of your court hearing, you should submit a written request by filing a motion on form JDF76, which can be found on the judicial dept website, [coloradojudicial.gov](http://coloradojudicial.gov) Fill out the top portion of your motion completely. If you have questions, you may contact the Clerk of Court or the self-represented litigant coordinator for guidance. You should file your motion in person at 1955 Shield Drive in Steamboat Springs or by email to [routtclerk@judicial.state.co.us](mailto:routtclerk@judicial.state.co.us). If you file by email, you should contact the Clerk of Court at 970-879-5020 ext 7 to ensure your email was received.

**Q. I AM GOING TO BE LATE FOR COURT, WILL I HAVE A WARRANT FOR MY ARREST?**

A. It is important that you appear for your court hearing at the scheduled time. If you are late or fail to appear, the judge may issue a warrant for your arrest. You may appear virtually (by phone or video) or in person unless you have been told by the judge to appear in person. The court website has instructions on how to appear virtually.

**Q. ONCE I HAVE APPEARED IN COURT, HOW LONG DO I HAVE TO PAY THE FINES AND COSTS?**

A. Fines and costs must be paid the day they are ordered by the judge. If you are unable to pay on the day of court, you may request a payment plan. Contact the Clerk of Court to make payment arrangements. You may pay by phone, in person or online by going to [www.coloradojudicial.gov](http://www.coloradojudicial.gov) . You will need your case number and/or citation number to make payment arrangements.

**Q. DO I NEED AN ATTORNEY FOR MY CASE?**

A. If you would like to hire an attorney or apply for a Public Defender, you can do so at any time. You can contact the Office of the Public Defender at 970.879.0645 ext. 0 or email to [steamboat@coloradodefenders.us](mailto:steamboat@coloradodefenders.us) Any email should be followed up with a phone call to ensure your email was received.

**Q. HOW CAN I GET AN INTERPRETER?**

A. The Court will provide an interpreter for you on the date of your appearance. Please notify us by calling the Clerk of Court at 970-879-5020 ext 7 to request an interpreter.

**Q. CAN I TALK TO THE DA PRIOR TO MY SCHEDULED HEARING?**

A. The Office of the District Attorney may be willing to discuss your case with you before your first court appearance if you do not have an attorney representing you. They will not discuss traffic infraction (cases with an R after the year) cases with you. You can contact the District Attorney at 970-870-5200 or [routt14@14da.org](mailto:routt14@14da.org). Please be ready to provide your ticket number and/or case number.