

NINTH JUDICIAL DISTRICT, COLORADO Court Address: Garfield County Courthouse 109 Eighth St., Suite 104 Glenwood Springs, Colorado 81601 Phone Number: 970-928-3065 ADMINISTRATIVE ORDER		☐ COURT USE ONLY ☐
The Honorable Anne K. Norrdin		Administrative Order 25-07
HOURS FOR CLERK’S OFFICE ACCEPTANCE OF PROTECTION ORDER COMPLAINTS THROUGHOUT THE DISTRICT		

Effective November 17, 2025, any complaint seeking a civil protection order filed in the 9th Judicial District (Garfield, Pitkin and Rio Blanco Counties) must be completed and filed by 4:00 pm to be heard by the court on the same day. Completed protection order complaints received after 4:00 pm will be processed by court staff and heard by the court on the following business day.

Completed protection order complaints shall include the following documents. These documents must be legible and complete to be considered by the court:

- JDF 402 – Verified Complaint/Motion for Civil Protection Order
- JDF 442 – Information Sheet for Registering a Protection Order
- JDF 404 – Affidavit Regarding Children (if relevant)
- JDF 401 – Incident Checklist (optional)
- JDF 398 – Temporary Civil Protection Order

Done on November 14, 2025.

BY THE COURT:



Anne K. Norrdin
Chief Judge – 9th Judicial District