

**ADMINISTRATIVE ORDER 2016-05 POLICIES AND PROCEDURES FOR COURTHOUSE CLOSURES AND
RESCHEDULING OF HEARINGS AMENDED DECEMBER 11, 2025**

Recitals

On rare occasions it is necessary for the Court, county or law enforcement to close the courthouse(s) and/or probation office(s) in the 7th Judicial District. These closures are typically due to inclement weather, internet outages or loss of essential utilities such as water, electricity and/or heating and ventilation. When it is necessary to close the courthouse(s) and/or probation office(s) it is typically a result of unforeseen circumstances and resetting hearings or other meetings cannot be accommodated in advance.

Pursuant to the provisions of Chief Justice Directive 95-01 (Authority and Responsibility of Chief Judges), the following procedures related to courthouse closures and resetting of hearings is effective December 11, 2025.

Order

I. COURTHOUSE CLOSURES

- a. As soon as a courthouse closure becomes necessary, the Chief Judge, Court Executive, Chief Probation Officer or their designee, shall contact the Office of the State Court Administrator and request such notice be posted on the Colorado Judicial Branch Website (www.coloradojudicial.gov). In the event of circumstances making notification to the State Court Administrator impossible, such notice will be provided as soon as possible.
- b. The Court Executive and Chief Probation Officer shall ensure voicemail messages on all general information phone numbers to the courthouse (jury commissioner, administration, clerk's office, etc.) note that the courthouse(s) and/or probation offices is/are closed and include information related to rescheduling of hearings or meetings as outlined below.
- c. If possible, notices shall be posted on all entrances to the courthouse(s) and probation office(s) stating that the courthouse(s) and probation office(s) is/are closed and will reopen as soon as a safe and secure environment has been restored.

II. RESCHEDULING PROCEDURES

- a. In the event of a courthouse closure, the party or parties scheduled to appear for a court hearing may contact the Clerk of Court following the court closure to obtain their next scheduled court hearing. The Clerk of Court shall reschedule the party or parties' next court hearing and shall send notice to their last known address of record.**
- b. In the event of a probation office closure, the probation officer shall contact his/her probation client to reschedule the meeting. Probation clients may also present themselves to the probation office on the first business day following the probation office closure to either reschedule their appointment for a future date or have the appointment conducted on the same day if possible.**
- c. Jurors summoned for a day when the courthouse(s) is/are closed are to call the Jury Commissioner's phone number for additional information on the next business day following the court closure or check the Jury Information section of the Colorado Judicial Branch website. The website and phone number are printed on the jury summons.**

Dated and Effective this 11th day of December 2025.

BY THE COURT:



D. Cory Jackson
Chief Judge