



---

**Chief Judge Order 26-02  
COURTHOUSE AND PROBATION OFFICE CLOSURES**

---

Normal courthouse and probation office hours of operation can be accessed on the 18th Judicial District's website: <https://www.coloradojudicial.gov/courts/trial-courts/arapahoe-county>.

On rare occasions it is necessary for the Court, the County, or law enforcement to close the courthouses and/or probation offices in the 18th Judicial District. When it is necessary to close a courthouse or a probation office, it is typically the result of unforeseen circumstances. These closures may be due to events, including but not limited to, inclement weather, loss of essential utilities, loss of network capabilities, and/or safety and security needs. As a result, anything scheduled at the courthouses or probation offices, such as court proceedings, trainings, meetings, or extrajudicial activities cannot be rescheduled in advance. Therefore, the undersigned, in her capacity as Chief Judge, and pursuant to the authority granted to the Chief Judges of the judicial districts of the State of Colorado by Chief Justice Directive 95-01 ("Authority and Responsibility of Chief Judges"), hereby implements the following procedures in the event of a courthouse and/or probation office closure in the 18th Judicial District.<sup>1</sup>

---

<sup>1</sup> This CJO 26-02 is intended to provide instruction for the public in the event of a closure. The 18th Judicial District follows its own internal communication plan for notifying judicial officers and employees.

## **I. COURTHOUSE AND PROBATION OFFICE CLOSURES**

- A. Whenever a courthouse or probation office closure becomes necessary in this judicial district, a notice will be posted on the Colorado Judicial Branch website: <https://www.coloradojudicial.gov/> and on the 18th Judicial District website: <https://www.coloradojudicial.gov/courts/trial-courts/arapahoe-county>.<sup>2</sup>
- B. If possible, a notice will also be posted on all entrances to the affected courthouse or probation office.
- C. The Court Executive, Chief Probation Officer, and/or designee will change the voicemail messages on all general information phone numbers to the affected courthouse or probation office (jury commissioner, administration, clerk's office, etc.). The phone message will indicate to callers that the identified courthouse or probation office is closed.

## **II. RESCHEDULING PROCEDURES**

- A. If there is a courthouse closure in this judicial district, the party or parties scheduled to appear for a court hearing are to appear at 8:30 a.m. on the first business day following the closure unless instructed otherwise.
- B. If there is a probation office closure in this judicial district, the probation client scheduled to attend a meeting is to contact either their probation officer or their probation officer's supervisor 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 the meeting for a future date or to proceed with the meeting on the same day if possible.
- C. Citizens who are summoned to appear for jury duty on a day when there is a courthouse closure in this judicial district must check the Jury Commissioner's website, which can be found on the juror summons, for further instruction on rescheduling.
- D. When there is a courthouse closure in this judicial district, jurors who have already been selected to be on a jury must follow the instructions provided by the judicial officer in charge of the case or by the assigned division's staff. Otherwise, jurors must report to the courthouse at 8:30 a.m. on the first business day following the courthouse closure.

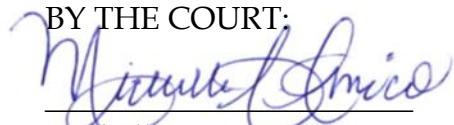
---

<sup>2</sup> Depending upon the nature of the closure, the Court Executive, Chief Probation Officer, and/or designee may also notify local media who may broadcast the information to the public.

- E. If there is a courthouse closure in this judicial district, and a member of the public has a wedding<sup>3</sup> scheduled with a judicial officer, then that judicial officer is responsible for contacting the individual with rescheduling options. If an organization has a training, meeting, or other event scheduled at a courthouse or probation office when a closure takes place, then the organization should notify participants and is responsible for contacting either court or probation administration for rescheduling options.

This CJO 26-02 replaces Administrative Order Providing Information to the Public on Courthouse and Probation Office Closures in the 18th Judicial District (October 19, 2016).

Done this 29th day of April 2026.

BY THE COURT:  
  
Michelle A. Amico  
Chief Judge  
Eighteenth Judicial District

---

<sup>3</sup> The scheduling and rescheduling of weddings should be in compliance with any local policy and Chief Justice Directive 98-06 Judicial and Magistrate Compensation for Solemnizing Weddings and Certifying Civil Unions and the Reporting of Related Income. The undersigned hereby rescinds Chief Judge Order 06-08 Concerning Conducting Weddings in the Arapahoe County Courthouses.