

<p>FOURTH JUDICIAL DISTRICT EL PASO COUNTY AND TELLER COUNTY</p>	
	<p>Chief Judge Order 20-27 August 13, 2020</p>
<p style="text-align: center;"><b>ORDER REGARDING LIMITED COURTHOUSE ENTRY EFFECTIVE AUGUST 17, 2020 THROUGH AUGUST 31, 2020 FOR EL PASO COUNTY COURTHOUSE ONLY</b></p>	

All orders outlined in CJO 20-26 are hereby continued until August 31, 2020, with limited in-person entries into the courthouse as outlined in this order.

Per Governor Polis’s Executive Order and the El Paso County Department of Health’s Directive, anyone (including all judicial officers and staff) moving anywhere about the El Paso County Courthouse, including back hallways, is required to wear a mask. Everyone (including all judicial officers and staff) must be at least six feet away from any other person, except when walking past each other. Unless court staff work at a station at least six feet from any other person, they must wear a mask. Unless directed otherwise by a judicial officer during a trial or evidentiary hearing, everyone in a courtroom shall wear a mask and be at least six feet from any other person.

Normal transport of in-custody defendants and proceedings for all in-custody criminal/juvenile delinquency cases shall resume on August 17, 2020.

Jury trials shall re-commence on August 17, 2020, with one district court trial on August 17, August 18, August 21, August 24, August 25, and August 28, and one county court trial on August 19, August 20, August 26, and August 27. In the event no district court trial goes on a district court jury trial date, a county court trial will go in its place. On August 31, both a district court trial and county court trial will commence.

**CJO 20-25 continues to govern court operations in Teller County from August 1, 2020 to August 31, 2020.**

- 1. Courthouse Operations:** The El Paso County Courthouse Clerk's Office will be **open from 8 a.m. to noon and from 1 p.m. to 4:30 p.m.**, Monday through Friday (with the exception of legal holidays) for **filings** listed in **Section 2 of this Order** and by prescheduled appointment for the filing of a new case by individuals who are not represented by an attorney. **To set an appointment for filing a new case with the El Paso County Courthouse Clerk's Office, you may call 719-452-5094.**

During operating hours, the El Paso County Courthouse Clerk's Office will only accept paper filings for the case types listed in **Section 2 of this Order, or by appointment**. All other paper filings shall be mailed directly to the courthouse, placed in a court-designated drop box, or e-filed through the Colorado Courts E-filing system (CCE). With a reduced staff, Court Judicial Assistants working onsite shall continue processing the daily business of the courts and be available to assist customers with filings related to public safety, as noted in this order, and appointments.

**(Pro se domestic relations litigants** may opt into e-filing through the court website to file pleadings or exhibits:

<https://www.courts.state.co.us/Administration/Unit.cfm?Unit=efilenoty>

- 2. Public Safety Matters:** The El Paso County Courthouse will continue to accept paper filings and conduct limited in-person hearings on public safety matters. Public safety matters are **limited** to the following:
  - A.** Petitions for temporary civil protection orders and permanent protection order hearings subject to paragraph 6(c) of this Order;
  - B.** Petitions for temporary emergency risk protection orders and hearings on emergency risk protection orders;
  - C.** Crim. P. Rule 5 advisements for incarcerated persons and initial setting of bail;
  - D.** Revocation hearings on complaints to revoke probation involving an incarcerated defendant;

- E. Proceedings necessary to protect the constitutional rights of criminal defendants, including bond-related matters and plea agreements for incarcerated individuals;
- F. Juvenile detention and advisement hearings for juvenile delinquency cases;
- G. Shelter hearings in dependency and neglect cases;
- H. Petitions for appointment of an emergency guardian and/or special conservator and hearings related to same;
- I. Hearings on motions to restrict parenting time and parental abduction prevention;
- J. Emergency mental health filings and proceedings;
- K. Other proceedings deemed necessary by the Chief Judge to prevent a substantial risk of imminent financial hardship or imminent risk to the health, safety or welfare of any individual or members of the community.

**3. DISTRICT COURT (Divisions 1-24)**

- A. Any **CRIMINAL PROCEEDING** that can be conducted remotely **SHALL** be conducted remotely, either by phone, Webex, or some other audio-visual device.

Judges may allow **LIMITED** in-person attendance for only the following criminal proceedings, **where conducting a proceeding remotely is impractical:**

- 1) First appearances;
- 2) Preliminary hearings **that go to a contested hearing**<sup>1</sup>;
- 3) Motions hearings **that go to a contested evidentiary hearing**<sup>1</sup>;
- 4) Probation revocation hearings **that go to a contested evidentiary hearing**<sup>1</sup>;
- and
- 5) Sentencing hearings where the Department of Corrections is a sentencing option.

Any other proceedings not authorized to be completed in-person that are impractical to conduct remotely shall be rescheduled to a date on or after September 14, 2020.

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<sup>1</sup> Counsel are required to confer with each other to determine before the day of docket which cases will go to a contested hearing in order to avoid parties entering the courthouse unnecessarily.

**B. Criminal Appearances on Bond and Bonded Advisements Scheduled August 20, 2020 and August 27, 2020.**

Any Defendant with an initial appearance-on-bond court date given by the Sheriff upon the Defendant posting bond at the jail (Criminal Rule 5/bonded advisements) and any felony summons return date (bonded advisements) scheduled for **August 20, 2020 at 10:00 a.m. is required to appear via WebEx in Division E. Download the WebEx app to your phone or visit <https://globalpage-prod.webex.com/join> from a browser. You can also join by phone by calling 1-415-655-0001 or 1-720-650-7664 and, when prompted, entering meeting number 925 871 808#.**

Division E webex link:

[https://www.courts.state.co.us/Courts/County/Custom.cfm?County\\_ID=6&Page\\_ID=1029](https://www.courts.state.co.us/Courts/County/Custom.cfm?County_ID=6&Page_ID=1029)

Any Defendant with an initial appearance-on-bond court date given by the Sheriff upon the Defendant posting bond at the jail (Criminal Rule 5/bonded advisements), and any felony summons return date (bonded advisements) scheduled for **August 27, 2020 at 10:00 a.m. is required to appear via WebEx in Division F. Download the WebEx app to your phone or visit <https://globalpage-prod.webex.com/join> from a browser. You can also join by phone by calling 1-415-655-0001 or 1-720-650-7664 and, when prompted, entering meeting number 920 815 507#.**

Division F webex link:

[https://www.courts.state.co.us/Courts/County/Custom.cfm?County\\_ID=6&Page\\_ID=1030](https://www.courts.state.co.us/Courts/County/Custom.cfm?County_ID=6&Page_ID=1030)

For advisements covered by this section on August 20 and August 27, 2020, roll will be taken online. Please note if you are late to the virtual hearing you may not be able to attend. **Failure to appear via WebEx at the above scheduled hearing and/or failure to contact the division clerk within 24 hours after any scheduled court date may result in the issuance of an arrest warrant.**

Any individual who is charged with a crime pursuant to Title 18 of the Colorado Revised Statutes is subject to a **Mandatory Protection Order** under CRS § 18-1-1001, which requires that a Defendant must not “threaten, molest, harass, intimidate, tamper with or retaliate against any victim or witness to the acts with which they are charged with committing.”

Defendants are ordered to return a signed copy of the Mandatory Protection Order to the Court within 14 days of receipt of that form in the mail. Defendants shall at all times

update the address to which court mailings should be sent. The Mandatory Protection Order is in effect regardless of it being signed.

A list of division phone numbers can be found at:

[https://www.courts.state.co.us/Courts/District/Contact.cfm?District\\_ID=4](https://www.courts.state.co.us/Courts/District/Contact.cfm?District_ID=4)

This list is also attached at the end of this order.

- C. Any **DOMESTIC RELATIONS PROCEEDING** that can be conducted remotely **SHALL** be conducted remotely, either by phone, Webex, or some other audio-visual device.

Judges may allow **LIMITED** in-person attendance for contested evidentiary hearings **where conducting such a proceeding remotely is impractical.**

- D. Any **CIVIL PROCEEDING** that can be conducted remotely **SHALL** be conducted remotely, either by phone, Webex, or some other audio-visual device.

Judges may allow **LIMITED** in-person attendance for contested evidentiary hearings **where conducting such a proceeding remotely is impractical.**

- E. **JUVENILE DOCKET.** Any emergency orders regarding the **Juvenile Docket** issued by Judge Billings-Vela remain in place and are not affected by this order, except that jury trials may commence August 17, 2020.

- F. Any **PROBATE PROCEEDING** that can be conducted remotely **SHALL** be conducted remotely, either by phone, Webex, or some other audio-visual device.

Probate judicial officers may allow **LIMITED** in-person attendance for contested evidentiary hearings **where conducting such a proceeding remotely is impractical.**

4. COUNTY COURT (Divisions A-H,J-K)

- A. Any CRIMINAL PROCEEDING that can be conducted remotely SHALL be conducted remotely, either by phone, Webex, or some other audio-visual device.

Judges may allow LIMITED in-person attendance for only the following criminal proceedings, where conducting such a proceeding remotely is impractical:

- i) Motions Hearings that go to a contested evidentiary hearing<sup>2</sup> for a Victim Rights Amendment (as defined in C.R.S. § 24-4.1-302(1)), DUI/DWAI, or Careless Causing Death case whose speedy trial deadline falls on or before September 30, 2020;
- ii) Probation revocation hearings that go to a contested evidentiary hearing<sup>2</sup>,  
and
- iii) Sentencing Hearings for Victim Rights Amendment (as defined in C.R.S. § 24-4.1-302(1)), DUI/DWAI, and Careless Causing Death cases where a jail sentence of more than sixty days is a sentencing option.

Any other proceedings not authorized to be completed in-person that are impractical to conduct remotely shall be rescheduled to a date on or after September 14, 2020.

Defendants with a **payable** summons in the **First Appearance Center** (W119) shall contact 719-452-5500 no sooner than two weeks prior to the court date listed on the ticket to resolve or reschedule the matter.

Defendants with a **non-payable** summons in the **First Appearance Center** (W119) shall be advised of their legal rights through the WebEx system on the court date and time listed on their ticket. For questions, contact the First Appearance Center at (719) 452-5500 or email [04FAC@judicial.state.co.us](mailto:04FAC@judicial.state.co.us).

[https://www.courts.state.co.us/Courts/County/Custom.cfm?County\\_ID=6&Page\\_ID=1080](https://www.courts.state.co.us/Courts/County/Custom.cfm?County_ID=6&Page_ID=1080)

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<sup>2</sup> Counsel will be required to confer with each other to determine before the day of docket which cases will go to contested hearing in order to avoid parties entering the courthouse unnecessarily.

**B. Civil Cases.** Subject to the exceptions set forth in this section, all in-person civil hearings, trials and other matters scheduled through August 31, 2020 shall, at the discretion of the judicial officer, either be conducted by telephone or audio-visual device, or shall be canceled, subject to rescheduling. Counsel and unrepresented parties are directed to contact the clerks for the individual divisions to reschedule their matters.

A list of division phone numbers can be found at:

[https://www.courts.state.co.us/Courts/District/Contact.cfm?District\\_ID=4](https://www.courts.state.co.us/Courts/District/Contact.cfm?District_ID=4)

This list is also attached at the end of this order.

This order does not affect any order entered by Magistrate Andrea Paprzycki regarding **Forcible Entry and Detainer Actions and Civil Returns (CVL)**. Please refer to the Division CVL Memo on the Court's website for instructions on how to proceed with FED and CVL matters.

*If you are scheduled to appear in Small Claims (S), W170 in August 2020, please note that your hearing will either be conducted by telephone or audio-visual device or will be rescheduled. Parties in the case will receive notice of next court date from the attorney in the case or directly from the court. Please make sure your current address is on file with the court. If you need to update your address, please do so immediately with this form:*

<https://www.courts.state.co.us/Forms/PDF/JDF%2088%20Change%20of%20Address%20Form.pdf>

- 5. Self-Help Centers:** The self-help center at the El Paso County Courthouse is **closed** until August 31, 2020, except by virtual appointment. All court forms and instructions can be found at [https://www.courts.state.co.us/Self\\_Help/Index.cfm](https://www.courts.state.co.us/Self_Help/Index.cfm).

For questions or to schedule a virtual appointment with a Self-Represented Litigant Coordinator, call 719-452-5000 or email [04SelfHelp@judicial.state.co.us](mailto:04SelfHelp@judicial.state.co.us).

6. **Extrajudicial Activities:** The use of any of the courthouses for extrajudicial activities (e.g., the solemnization of marriages, CASA swearing in ceremonies) is prohibited until further notice.

7. **Probation:** The probation staff is conducting most business by phone or video conferencing. Please call your Probation Officer directly or email [firstname.lastname@judicial.state.co.us](mailto:firstname.lastname@judicial.state.co.us), or you can contact the Probation Department main office at 719-452-5900 or [04probation@judicial.state.co.us](mailto:04probation@judicial.state.co.us). If the court or someone from probation has informed you to report in person, our lobby hours are Monday-Friday from 8:00am-5:00 p.m. Voicemails and emails are checked daily; when leaving a message, please indicate the level of urgency of your situation. Due to a high volume of calls and emails, please allow 24 hours for a response prior to contacting the Probation Department again.

*Virtual reporting is necessary at this time to ensure social distancing practices are met. Probation officers will be meeting a large number of their clients through the WebEx platform. It is encouraged that the Bench and parties notify defendants of this new practice at the time of sentencing.*



William Bain  
Chief Judge

August 13, 2020

Date





	Phone
El Paso County Clerk's Office	719-452-5000
Teller County Clerk's Office	719-689-7360
Div 1 – Judge Billings Vela	719-452-5229
Div 2 – Judge David Prince	719-452-5235
Div 3 – Judge Thomas K. Kane	719-452-5274
Div 4 – Judge David Shakes (Vet Court)	719-452-5279
Div 5 – Judge Jessica Curtis	719-452-5365
Div 6 – Judge Chad Miller	719-452-5544
Div 7 – Judge David Gilbert	719-452-5287
Div 8 – Judge Eric Bentley	719-452-5449
Div 9 – Judge Timothy Schutz	719-452-5358
Div 10 – Judge Erin Sokol	719-452-5446
Div 11 – Judge Scott Sells (Teller District)	719-689-6926
Div 12 – Judge Robert Lowrey	719-452-5244
Div 13 – Judge Marcus Henson	719-452-5281
Div 14 – Judge Marla Prudek	719-452-5233
Div 15 – Judge Gregory R. Werner	719-452-5285
Div 16 – Judge G. David Miller	719-452-5255
Div 17 – Judge Jann DuBois	719-452-5259
Div 18 – Judge Deborah Grohs	719-452-5443
Div 19 – Judge Robin Chittum	719-452-5352
Div 20 – Judge Jill Brady	719-452-5291
Div 21 – Judge Michael McHenry	719-452-5547
Div 22 – Judge William Bain	719-452-5522
Div 23 – Judge Catherine Mitchell Helton	719-452-5177
Div 24 – Judge Frances Johnson	719-452-5122
Div A – Judge Denise Peacock	719-452-5349
Div B – Judge Samuel Evig	719-452-5207
Div C – Judge Monica Gomez	719-452-5203
Div D – Judge Karla Hansen	719-452-5191
Div E – Judge Sam Burney	719-452-5355
Div F – Judge Laura Findorff	719-452-5360
Div G – Judge Ann Rotolo	719-452-5242
Div H – Judge Shannon Gerhart	719-452-5193
Div J – Judge Meredith Patrick Cord	719-452-5420
Div K – Judge Douglas Miles (DV Court)	719-452-5197
Div T – Judge Theresa Kilgore (Teller County)	719-689-7360
Div 5L – Magistrate Daphne Burlingame (Drug/Heals)	719-452-5210
Div CVL – Magistrate Andrea Paprzycki	719-452-5471
Div M – Magistrate Dennis McGuire	719-452-5392
Div N – Magistrate Shawn Witkus	719-452-5201
Div NCS – Magistrate Karen Parrot (Child Support)	719-452-5252
Div O – Magistrate Duncan	719-452-5523
Div P – Magistrate Lara Nafziger	719-452-5221
Div Q – Magistrate Jami Vigil (DUI and Family Drug)	719-452-5401
Div R – Magistrate William Trujillo	719-452-5212
Div S – Magistrate David Lindeman	719-452-5216
Div V – Magistrate Jayne Candea-Ramsey	719-452-5248
Div W – Magistrate Vincent Rahaman	719-452-5394
Div X – Magistrate Lauren Bynum	719-452-5540
Div Y – Magistrate Gail Warkentin	719-452-5415
Div Z – Magistrate Jeffrey Saufley	719-452-5419