

**ADMINISTRATIVE ORDER 2020-11 Re COVID-19 TRANSITION PLAN**

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In light of the public health risk posed by the Novel Coronavirus (“COVID-19”) and the advisories and orders from the Center for Disease Control, the Colorado Department of Public Health and Environment, and local public health departments recommending active steps to slow the spread of COVID-19 and precautions to reduce the exposure, and the confirmation of over 300 positive cases and at least 15 deaths in this district, the 7<sup>th</sup> Judicial District Courts and Probation will continue to operate with reduced staff, will continue to prioritize matters of immediate concern for public health and safety and will also incrementally increase operations in all docket types, to include not only remote proceedings, but also limited in-person proceedings.

Pursuant to authority granted in Chief Justice Directive 95-01 and the directives found in the Order Regarding Covid-19 AND Operations of Colorado State Courts, issued by Colorado Supreme Court Chief Justice Nathan B. Coats on March 16, 2020, March 20, 2020, and April 16, 2020, it is hereby **ORDERED** as follows:

**TRANSITION PLAN**

1. In general, we will endeavor to comply with any applicable county public health orders, particularly as to the size of events, currently limited to 10 in most of our counties, yet recognizing that the courts must remain open to provide essential services and for public safety issues. We shall conduct proceedings, as much as possible, by phone or audio/visual until such time as the public health crisis has subsided. We strongly advise judges, staff, attorneys, witnesses, parties and the public wishing to appear to observe court proceedings, to wear face coverings and gloves, continue social distancing, and sick people to not appear or come to work.

This to the greatest extent possible shall include social distancing of at least 6 feet between

people and no more than ten persons in any courtroom or other public area in or near court operations including at the clerk's windows.

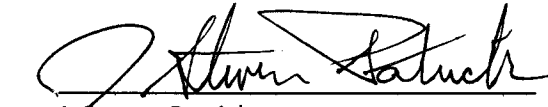
2. Courts will continue to address essential functions involving public safety as defined in the Chief Justice's prior orders.
3. All other proceedings shall be conducted by phone or virtual court (video/audio) subject to the discretion of the presiding judicial officer until June 30, 2020.
4. Only jury trials in which speedy trial is an issue shall be called, and, will only be called three weeks prior to the trial date and will have staggered appearances for prospective jurors starting with jury trials to commence June 30, 2020. Juror seating will comply with social distancing.
5. Starting on June 30, 2020, at the presiding judge's discretion, in person hearings may be conducted, with limits of 10 persons in the courtroom, including court personnel. Public and press, as necessary, may be limited to appearances by telephone or audio/video.
6. Starting August 3, 2020, all matters may be scheduled and conducted including civil jury trials.
7. Clerk's offices are open for business with skeleton staff at present. Staffing will begin to increase, by location, with a goal of at least 50% staffed by May 18, 2020 in all locations and full staff by June 1, 2020. Staff who can work from home should continue to do so through May 18. Situations may occur on a case by case basis at the discretion of the Chief Judge or Administrative Authority for staff to continue to work from home, if necessary (i.e. childcare issues). Clerk offices, depending on local public health orders, may begin opening to the public by May 18, with opening being for fewer hours than normal as necessary, location by location. Subject to Public Health Orders and other conditions which may compel changes for public health and safety, all Clerk's Offices will be open to the public for normal hours commencing June 1.
8. Consistent with the Chief Justice Order of April 9, 2020 and Administrative Order 2020-09, certain probation standards have been waived. That waiver will continue until at least June 1, 2020. Presently there are no face to face contacts between probation officers and people being supervised, which shall continue until June 1, 2020. Probation staff will transition to limited in

office staffing starting April 27, 2020, increasing in phases to full staffing by June 1 with social distancing.

9. As the pandemic conditions and related advice and orders from health organizations develop, this Administrative Order may be revised or extended as deemed necessary.

Dated and effective this the 27th day of April, 2020.

BY THE COURT:



J. Steven Patrick  
Chief Judge

XC: 7<sup>th</sup> JD Judges  
7<sup>th</sup> JD Clerks of Court  
Chief Probation Officer