

<p>MUNICIPAL COURT, CITY OF GLENDALE, COLORADO</p> <p>Court Address: 950 South Birch Street Glendale, CO 80246-2599 Phone Number: 303-639-4610</p>	<p>▲ COURT USE ONLY ▲</p>
<p align="center">PRESIDING JUDGE'S STANDING ORDER</p>	

Effective March 11, 2021, the Glendale Municipal Court will resume in person hearings. The Court will accommodate requests for video appearances if deemed necessary. Any questions or inquiries regarding court appearances should be made to the Court Administrator Stephanie Crone at scrone@glendale.co.us or 303-639-4610.

You may continue to pay parking and traffic tickets pursuant to the instructions on your ticket/summons. If you have questions, concerns, or need to reschedule a court appearance outside of the process, call the courthouse at **303-639-4610** to make alternate arrangements as soon as possible. Due to a high volume of calls, please leave a message and the Court Administration will return your call.

If you are appearing in person for any Court proceeding, the following procedures are imposed for your protection and the protection of the Court staff:

1. The flow of people in and out of the Courtroom will be controlled by a police officer.
2. No more than 6 people will be admitted into the courtroom at one time.
3. Check-in will be conducted outside of the Courtroom with 6 feet social distancing at all times.
4. Face masks must be worn at all times while in the municipal building. If you do not have a face mask, the city can provide one for your Court appearance. Gloves are recommended as is hand sanitizer.
5. There will be no direct, physical exchange of paperwork. All paperwork must be submitted to designated areas. You will pick up a written Advisement of Rights form with your name on it.
6. Only the named Defendant will be allowed in the Court. No family members or children will be allowed to accompany the Defendant into the Courtroom. In the event that the Defendant is a juvenile, one (1) parent or guardian must accompany the Defendant into the Courtroom.
7. If you have an attorney, they may accompany you into the Courtroom. The attorney will count toward the 6 person limit.
8. After you have read the Advisement of Rights, the City Prosecutor will meet with you in an office that has been modified to protect both parties from virus transmission and honors social distancing.
9. If you reach a disposition, you will then enter the Courtroom for your hearing with at least 6 feet of social distancing at all times. Every step will be taken to safeguard you and others in the Courtroom from possible exposure to the COVID-19 virus. You must honor and respect these measures.
10. If you have any concerns or questions, please contact the Court staff at 303-639-4610.

If you have a fever, flu-like symptoms, have tested positive for COVID-19, have been exposed to the COVID-19 virus or have medical conditions that place you in a "High Risk" category relative to COVID-19, you should not come to Court. Please call the Court staff at 303-639-4610 to make alternate arrangements for your Court appearance.

We appreciate your cooperation and thank you for continuing to meet your responsibilities to the Court without placing yourself at risk of infection.

IT IS SO ORDERED this 9th day of March 2021,

Christine N. Chauche

Christine N. Chauche, Glendale Municipal Court Judge