

Palmer Lake, Colorado	Municipal Court	
Court Address:	P.O. Box 208 42 Valley Crescent Palmer Lake, CO 80133	
Phone Number:	(719) 481-2953	
<b>STANDING ORDER RELATING TO JUNE 1, 2020 AND SUBSEQUENT COURT PROCEEDINGS</b>		


The Court, upon its own Motion, finds and makes a Standing Order of this Court, the following:

1. The Palmer Lake Municipal Court shall resume its normal court operations on June 1, 2020.
2. All Defendants who had Court Appearances set for April 6, 2020 and May 4, 2020, who have not already made arrangements to pay the fine, costs and surcharges on Summons and Complaints issued with a court appearance date set for April 6, 2020, May 4, 2020, or June 1, 2020, will appear on June 1, 2020 at the following times:
  - a) For appearances before the court set for June 1, 2020 at 8:00 a.m. you are to appear at that scheduled time and date;
  - b) For appearances before the court set for April 6, 2020 at 8:00 a.m. or 8:30 a.m. you are to appear on June 1, at either 8:00 a.m. or 8:30 a.m.;
  - c) For appearances before the court set for May 4, 2020 at 8:00 a.m. or 8:30 a.m. you are to appear on June 1, 2020 at either 8:00 a.m. or 8:30 a.m.
3. The "staggered" appearance times are to accommodate the social distancing rules described in this order.
4. The following defendants should not appear in person if the following health conditions exist:
  - a) Defendant currently has a fever;
  - b) Defendant is currently experiencing flu-like symptoms;
  - c) Defendant has tested positive for Covid-19;
  - d) Defendant has been exposed to someone with Covid-19; or
  - e) Defendant is classified as being in the "High Risk" category relative to Covid-19.
5. If any of the above-referenced conditions exist, the effected defendant shall contact the Court Administrator immediately to re-schedule the defendant's court appearance or attempt to handle their matter by mail.
6. For the health and safety of all Court staff and defendants, the Court will strictly enforce the following preventative measures:
  - a) Entry and exit into the Courtroom will be thru the East door;
  - b) No more than five (5) defendants shall be allowed in the Courtroom at one time. This does not include court staff or police officers;

- c) Face masks or coverings are required to be worn at all times while in the Courtroom and waiting to enter the building;
    - i) Face masks will not be provided, so you must bring your own mask;
  - d) Social distancing of 6 feet apart is required whether in the Courtroom or waiting to enter the building;
  - e) The named-defendant only will be allowed into the Courtroom. No family members or children may accompany the named-defendant into the Courtroom;
    - i) If the named-defendant is a minor, then one (1) parent or legal guardian shall accompany the defendant;
    - ii) If named-defendant has legal counsel, they may appear with the defendant;
  - f) Most defendants will be offered a plea disposition based on the Court's review of the nature of the charge and the defendant's driving record for the last 3;
    - i) If you have had no moving violations for the last 3 years and you are charged with a six point offense or lower, the disposition will follow a strict and established pattern and the court cannot deviate from the pattern;
  - g) No exchange of any forms or other papers will take place. Every step will be taken to safeguard you and others in the building from a possible exposure to the Covid-19 virus;
  - h) All documents including dispositions stay of executions and defensive driving information or required court classes will be mailed to you after court; and
  - i) All defendant's should be prepared to provide current contact information to Court staff including phone number, email address and mailing address.
7. Even though the court will be operating on a restricted basis there will be staff available to take your phone calls, to answer questions and to reschedule court hearings by phone or e-mail. The court will continue to provide important and essential services to the public, and it is our goal to provide service to the fullest extent possible. Should you have and questions, please contact Municipal Court at (719) 481-2953 to speak with a clerk regarding your case or send an e-mail to [Toni@palmer-lake.org](mailto:Toni@palmer-lake.org).
8. Law Enforcement authorities are reminded that the Court remains open to handle exigent circumstances concerning those who are or may become incarcerated during the pendency of this Order. The Palmer Lake Municipal Judge may be contacted by Law Enforcement through communication with the Palmer Lake Town Police Department to handle such matters.
9. This Standing Order shall remain in full force and effect until rescinded, modified or vacated by the Court.

IT IS SO ORDERED THIS 4<sup>th</sup> DAY OF MAY, 2020.

BY THE COURT:

  
Presiding Municipal Court Judge