



## Municipal Court

124 East Coal Creek Drive Superior, Colorado 80027  
303.499.3675 x 130 www.Superiorcolorado.gov

Beginning May 18, 2020, the Town of Superior, Colorado Municipal Court will transition from a "Stay at Home" Order to a "Safer at Home" Order. Commencing with the Arraignment docket scheduled for June 10, 2020, the Town of Superior Municipal Court will resume scheduled Court appearances subject to strictly enforced procedures deemed essential to preserve the health and safety of all persons.

If you have a fever, flu-like symptoms, have been tested as 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; **DO Not Come To Court.** Call the Court Clerk at 303.499.3675 x 130 for assistance on procedures that will help you resolve your case without requiring you to appear in person. Your health and safety are important to the Court and we are taking necessary steps to return to regular Court functions in a way that preserve your health and safety as well as your legal rights.

If you would like to resolve your matter without appearing in Court, please call the Court Clerk at 303.499.3675 x 130.

If you are appearing in person for any Court proceeding, the following procedures will be strictly followed and enforced:

1. The flow of people in and out of the building will be controlled by a Sheriff's Deputy or Court Staff at the front door to the Town Hall building.
2. No more than ten (10) people will be present in the court room at any one time. Court staff and Police staff are not included in the ten (10) person limit.
3. Face masks must be worn at all times an individual is in the building or waiting to enter the building. You will be required to sanitize your hands before entering the building.
4. Social Distancing is REQUIRED! Maintain a minimum of Six (6) feet between yourself and all other persons.
5. We will make every effort to serve everyone on a first come, first served basis. Please let the Deputy at the door know you are an appearing Defendant when you arrive at the building.
6. Only the named Defendant will be allowed in the building. No family members or children may accompany the Defendant into the building.
7. If you have an attorney, the attorney may accompany you. The attorney will count towards the ten (10) person limit.
8. If you are a juvenile, one (1) parent or guardian may come with you.
9. Written advisements concerning your rights will be given to you prior to entering the courtroom. You will keep the written advisement.
10. Every step will be taken to safeguard you and others in the building from a possible exposure to the Covid-19 virus.
11. If you have any concerns or questions, please contact court clerk at 303.499.3675 x 130 immediately.

---

### CERTIFICATE OF MAILING

I hereby certify that on April 29, 2020 I placed a true copy of the foregoing Order in the United States mail, postage prepaid.

---

Shannon Dujardin, Court Clerk  
Superior Municipal Court