

**MUNICIPAL COURT, TOWN OF COLUMBINE  
VALLEY AND BOW MAR, COLORADO**

Court Address: 2 Middlefield Road  
Columbine Valley, CO 80123

**Δ Court Use Only Δ**

**STANDING ORDER REMOTE PUBLIC ACCESS TO MUNICIPAL COURT**

In the exercise of its inherent power to provide for the orderly disposition of cases and pursuant to the canons in the Code of Judicial Conduct, the Colorado Municipal Court Rules of Procedure 257, the Presiding Judge of the Court hereby enters the Order regarding remote public access to the municipal court. This Order is issued subsequent to the House Bill 23-1182, Chief Justice Directive 2-02 “Live Streaming Coverage of Criminal Court Proceedings in the Trial Courts” and Chief Justice Directive 23-0 “Virtual Proceedings Policy”.

During the Covid-19 pandemic, the criminal justice system made unprecedented changes to ensure continued access to justice. Many of these changes surrounded the use of new and untested technology in courtrooms across the country. The lessons learned demonstrate that remote audio/visual access to courts has an important role in the future of court appearances.

This Court previously ordered on January 9, 2022, that all court appearances in the Town of Columbine Valley and the Town of Bow Mar are virtual court appearances. It was clear that virtual access to the court greatly increased access to the court as well as transparency. The Court also continued to provide accommodations for those that were unable to appear virtually.

The Court finds that it does not have the present staffing or technological capacity to monitor and manage a full-time remote observation platform as described in HB 23-1182 or CJD 23-02. In addition, the Court does not have the capacity to maintain the necessary level of remote access contemplated by the presumptively flexible hearing types set forth in Section IV of CJD 23-03.

However, in an effort to promote public access and transparency, the Court adopts the below procedures related to remote observation and participation in hearings.

1. Video Hearings for Criminal and Traffic Arraignments/Pre-Trial Conferences

The Presiding Judge of the Court previously on January 9, 2022, entered the Order that court appearances in the Town of Columbine Valley and the Town of Bow Mar are virtual court appearances. Presumptive virtual court appearances are ordered in all criminal and traffic arraignments and pre-trial conferences unless the party requests in writing that the appearance be in person (see below for details).

To appear virtually, go to <https://columbinevalley.org/municipalcourt/> for login in instructions and additional information.

Virtual appearances are scheduled as follows:

Last name A-L at 3:00 p.m.

Last name M-Z at 4:00 p.m.

Any requests for an in-person appearance, must be made in writing to the court clerk, Dana Struthers at [dstruthers@columbinevalley.org](mailto:dstruthers@columbinevalley.org) at least five days prior to your court appearance. Please indicate the reason for the in-person appearance request. Each request will be reviewed on a case-by-case basis. You will need approval from the court clerk to appear in person.

## 2. Requirements and Expectations for Remote Hearings

- a. The Standing Order for Recording and Decorum signed January 14, 2022, applies to all Remote Access appearances.
- b. Attendance at a virtual hearing is the same as attending court in person. Inappropriate, disruptive, disrespectful or unlawful behavior will not be accepted. Individuals who engage in such conduct may be removed from the hearing and/or be held in contempt of court.
- c. All parties must log in 15 minutes prior to their required appearance time.
- d. Parties will need to ensure they have properly working equipment. A party's technical issues may result in a delay in the case.
- e. Parties shall dress in a manner appropriate for a court appearance.
- f. All parties should be in a location appropriate for a virtual hearing. IF there is excessive noise, poor connectivity, or if it appears a party is actively driving or engaging in other distracting or dangerous activity, the Court may reschedule the hearing resulting in a delay of the proceedings.

## 3. In Person Appearances

In person appearances are required in the following cases:

- a. Court and jury trials.
- b. Court order for the party to appear in person.
- c. Party request not to waive their right to appear personally under Colo.R.Crim.P 43(e).
- d. Any hearing where witnesses are to be sworn or evidence submitted.

## 4. Remote Public Access to Municipal Court

Visitors and observers may access the Court's Zoom system by following the following steps:

- a. Enter the Columbine Valley website [Columbine Valley Municipal Court - Columbine Valley Colorado](#)
- b. Click on the link for "Remote Public Access".
- c. Rename yourself as "Visitor" or "Observer". Columbine Valley Municipal Court does not have the capabilities to welcome you into the court, identify your reason for appearing and placing you in the Virtual Courtroom. Failure to properly identify yourself will result in the party being placed in the Rights Advisement Room to start the court appearance process. After identifying yourself as a "Visitor" or "Observer" you will be moved into the Courtroom to watch the proceedings.
- d. **ALL MICROPHONES MUST BE MUTED BEFORE ENTERING THE VIRTUAL COURTROOM.**
- e. Cameras may be on or off at the "Visitors" or "Observers" discretion.
- f. All "Visitors" and/or "Observers" may disconnect at any time.

It is the responsibility of the visitors and observers to ensure that they are able to access the Zoom hearing.

Clerks will not be able to assist with IT questions at the time of the hearing. Visitors and Observers are encouraged to address or test their equipment before the day of the hearing. The Court has no ability to assist parties with IT issues or provide system support.

Remote observation of court hearings will be permitted at the discretion of the Court and in consideration of the factors contained in HB 23-1182, CJD 23-02 and CJD 23-03.

**IT IS THE ORDER OF THE COURT THAT THERE BE NO RECORDING OF THE PROCEEDINGS WITHOUT A COURT ORDER, INCLUDING ANY SCREEN CAPTURE, PHOTOGRAPH OR AUDIO AND/OR VISUAL RECORDING. VIOLATION OF THIS ORDER MAY SUBJECT THE OFFENDER TO ARREST, PROSECUTION AND PUNISHMENT FOR CONTEMPT OF COURT.**

The continued availability of remote court observation will be evaluated by the Court in light of existing staffing and technological constraints, as well as in consideration of the factors contained in HB 23-1182, CJD 23-02 and CJD 23-03.

The Court reserves the right to limit access to remote court observations by the powers set forth in HB 23-1182.

This Order shall remain in effect until vacated by the Court.

DONE AND SIGNED THIS 31st DAY OF July 2023.

BY THE COURT:

/s/ Tricia A. McCarthy

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Columbine Valley Municipal Court Judge