

Woodland Park Municipal Court  
Teller County, State of Colorado  
220 W. South Avenue  
Woodland Park, CO 80863  
Phone: 719-687-5207 Fax: 719-686-1010

↑ COURT USE ONLY ↑

**MUNICIPAL COURT COVID PROCEEDURE ORDER (EFFECTIVE 11/13/2020)**

During these unprecedented times of the COVID-19 pandemic, the City of Woodland Park is required to comply with a number orders from federal, state and local authorities to keep our citizens safe from exposure. Despite the efforts already made, the virus has continued to spread and increased restrictions on the number of individuals who may be present in government buildings have been imposed.

With the health of our community at the forefront of our decision making, the Woodland Park Municipal Court is suspending most in-person appearances for the upcoming November 18, 2020 and December 9, 2020 court dockets. All attempts are being made to reschedule cases and/or resolve matters by communication from the City Attorney. With these goals in mind, please take the following steps to address a summons or setting that you may have scheduled for November 18, 2020 or December 9, 2020:

1. The Clerk of Court is attempting reschedule everyone who is set for any appearance on these upcoming dates and insure the City Attorney has accurate contact information. If you have not been contacted by the Clerk of Court by your court appearance date, you should contact her by email or telephone to reschedule your case. The following is the Clerk of Court's contact information: Karla Collins, (719) 687-5207 or by email at [KCollins@city-woodlandpark.org](mailto:KCollins@city-woodlandpark.org). If the Clerk is unable to answer the question, she will direct you to the prosecuting city attorney or the appropriate municipal department.
2. The Clerk of Court will mail a promise to appear form to the listed address for the defendant. The defendant (as well as a parent or legal guardian in all juvenile matters) should sign and return the promise to appear form to the court prior to the re-scheduled court date.

3. In any case in which a not guilty plea has been entered and a trial date set, the court is issuing a mistrial order pursuant to Crim. P. Rule 24 and Chief Justice Directive 95-01. The matters will be reset on the next available court date. Defendants in such cases are required to contact the court to sign for a new court date.
4. The city prosecutor may mail or email to defendants proposed plea agreements on traffic infraction matters. Defendants will need watch the videotaped advisement of rights at [www.City-WoodlandPark.org](http://www.City-WoodlandPark.org), return the signed plea agreement forms, a signed advisement of rights form, and tender payment for any fines or court costs that are due, prior to the court's next scheduled court date of January 13, 2021. If these forms have not been returned by that date, defendants are ordered to appear in person if they wish to challenge their traffic citation. If a defendant fails to appear and does not respond to a mailed plea offer, a default judgment will enter.
5. If you would like to pay a fine, have questions about re-scheduling a court appearance, or have questions concerning other procedural matters, please contact the Clerk of Court.

This Order may be amended should the emergency conditions warranting it continue past the Court's next scheduled docket day of January 13, 2021.

ORDERED BY THE COURT this 13th day of November 2020.



Elizabeth A. McClintock  
Presiding Municipal Court Judge  
City of Woodland Park