



## Leadville Municipal Court COVID-19 Protocols

The City of Leadville is taking the appropriate measures to ensure the health and well-being of its employees and citizens. To that end, the Leadville Municipal Court will be in session on the second Wednesday of each month at 9:30 a.m. with the following protocols to be observed by all entering City Hall:

- Court will be held on the **FIRST** (1<sup>st</sup>) floor of City Hall in the City Council Chambers. Please enter through the front entrance door and proceed to the first floor. If you need alternate ADA access, please contact the Court Clerk to make arrangements a week before your court date.
- Everyone is required to bring and wear a mask, bandana or other nose and mouth covering when inside the building. **No one will be admitted to the building without a face covering.**
- If you are ill or COVID-19 symptomatic, you will not be allowed entry. You must contact the Court Clerk to discuss alternative arrangements to appear for your case.
- You may be asked to wait outside until your case is called. Physical distancing of at least six feet (6') must be maintained at all times and no more than 10 people will be allowed to be present inside during your matter, if social distancing allows.
- For health and safety of all, only the defendant (plus one parent/guardian if the defendant is a minor), subpoenaed witness(es) and attorneys of record will be allowed into the building. If you have minor children or companions that need to appear with you, please contact the Court Clerk to discuss alternative arrangements.
- No backpacks, large bags, weapons or items that can be used as weapons are allowed in the building. Please make arrangements to store your items prior to attending Court.

As we strive to keep everyone healthy and safe, it is expected that Court processes and hearings may take longer than usual, so we ask that you be patient as we work through these unique circumstances.

Court staff will continue to process cases by phone, mail, email, or other electronic means. Please call or email the Court Clerk to ask questions, discuss options for resolving your case, request to have it continued, or to have your appearance held virtually via the internet. **You may contact the Municipal Court Clerk at [courtclerk@leadville-co.gov](mailto:courtclerk@leadville-co.gov), 719-486-1369, or Fax 719-486-1040.**

**MOTIONS, FILINGS, COURT REQUESTS, PROOF OF CLASS OR COMMUNITY SERVICE HOURS:** If you have a motion, filing, court request, proof of completion of a class or community service hours, or wish to make a payment, you need not physically appear as long as you email or mail the documents or payment to the Court with **confirmed delivery the Friday before your court date** to the following address: **Leadville Municipal Court, 800 Harrison Avenue, Leadville, CO 80461.**

### **PAYMENTS:**

Payment may be made by cash, check, money order or credit card. Please note that a convenience fee will be charged for all credit card transactions. If you have a payment due, payment can still be made by mail as indicated above or online at <https://www.colorado.gov/leadville> (go to bottom of page for the link).

### **ACTIVE WARRANT:**

If you have an active warrant that you are trying to address, please email or call the Court Clerk to discuss options for your case(s).