

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 02/04/2020)

The City of Woodland Park has decided that it will continue the closure of Woodland Park government buildings, to include the city hall building where the Woodland Park Municipal Court holds its dockets and conducts trials. Due to this closure, the Court is required to issue the following order:


The Woodland Park Municipal Court is suspending in-person appearances for the upcoming **February 10, 2021 and February 24, 2021** court docket days. All attempts are being made by the Clerk of Court to reschedule cases and to resolve matters by communication from the City Attorney. With these goals in mind, please take the following steps listed below to address a summons or setting that you may have scheduled for February 10, 2021 or February 24, 2021 (even if your appearance was previously rescheduled). **FAILURE TO TAKE ANY OF THE FOLLOWING STEPS COULD RESULT IN A DEFAULT JUDGEMENT BEING ENTERED OR AN ARREST WARRANT BEING ISSUED.**

1. The Clerk of Court is attempting to reschedule everyone who is set for any appearance on these dates and ensure the City Attorney has accurate contact information. If you have not been contacted by the Clerk of Court by your court appearance date, you must 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. 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) must 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 that the court is in session. **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, 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 in-person court date of March 10, 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 March 10, 2021.

ORDERED BY THE COURT this 4th day of February, 2021.



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