

STATE OF COLORADO
4th Judicial District
EL PASO & TELLER COUNTY COMBINED COURTS

Honorable William Bain
Chief Judge

Scott Sosebee
Court Executive



270 S. Tejon
Colorado Springs, CO 80903
Facsimile: (719) 452-5008

March 15, 2020

Notice Regarding COVID-19 (the “Novel Coronavirus”) and Court Operations

The 4th Judicial District courts and probation provide important and essential services to the public, and it is our goal to maintain normal operations to the fullest extent possible. We understand there is concern about COVID-19. The 4th Judicial District is requesting that you DO NOT COME TO THE COURTHOUSE, OR PROBATION if:

- (1) you have been diagnosed with COVID-19 (“Novel Coronavirus”), and you have not received a subsequent test confirming that you are currently virus-free;
- (2) you have been in direct contact with someone who has been diagnosed with COVID-19 within the past fourteen days;
- (3) you are experiencing a fever, cough, shortness of breath, or any other respiratory illness symptoms;
- (4) if you are not a party, subpoenaed witness, alleged victim or attorney to an active case;
 - a. Exception if you are filing for a restraining order.

If any of these criteria apply, refer to the list below to notify the court or the appropriate department.

- Parties to a case represented by an attorney should contact their attorney immediately to request a continuance or to appear by phone.
- Parties not represented by an attorney should follow the instructions below to request a continuance or request to appear by phone:
 - For cases in El Paso County
 - Email 4thClerkofCourt@judicial.state.co.us or call (719) 452-5000
 - Or, contact the division assigned to your case directly by phone
 - [Division Phone Numbers](#)
 - For cases in Teller County
 - Email sheila.griffin@judicial.state.co.us or call (719) 689-7360

- If you are on bond, you will need to obtain consent to remain on bond from your bondsman and have it filed with the court within 24 business hours of your court date. Consents may be emailed to 4thClerkofCourt@judicial.state.co.us.
- For Probationers - call your Probation Officer directly, email your Probation Officer at firstname.lastname@judicial.state.co.us or call or email the Probation Department at 719-452-5900 or 04probation@judicial.state.co.us. When leaving a message, please indicate the level of urgency of your situation. Due to a high volume of calls and emails, please allow 24 hours for a response before contacting us again.
- Witnesses subpoenaed in a case, please contact the attorney or party issuing the subpoena to explain the circumstances and discuss the options available.
- Jurors summoned to report for jury duty, please submit a [postponement request](#) as soon as possible and we will reschedule your jury service.
- Those with a collection or payment matter can call (719) 452-5303 and leave a message, and someone will call you back.
- Updates on 4th Judicial District court operations will be posted at https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=4.

Until further notice, the court will permit persons to wear surgical masks and gloves in court and probation buildings if they so desire. Persons may also bring small plastic containers of hand sanitizer into court and probation buildings.