



City of Thornton Municipal Court Policies

Contents

Paying Without Going to Court	1
Appearing in Court – Arraignment Dates and Times	2
Conduct in The Courtroom	3
Requesting Continuances	4
Extensions of: Court Orders – Classes – Payment Plans	4
Alternative Sentencing Program	4
Failure to Appear	4
Posting Bonds	5
Warrants	5
Release of Records	6
Giving Legal Advice	6
Trial to Court or Requesting a Jury Trial	6
Requesting Subpoenas	7
Requesting A Court Appointed Attorney	7
Proof of Insurance: Charged with No Proof of Insurance	8
Adult Seal of Criminal Justice Records	8
Juvenile Expungement of Records	8

Paying Without Going to Court

Please read your summons carefully to determine if you have the correct court. If your summons is marked for appearance in either Adams or Weld County Court, please contact them for assistance. You can reach Adams County Court in Brighton at 303-659-1161. Weld County Court in Greeley can be reached at 970-351-7300.

If your summons is marked for appearance in Thornton Municipal Court, and if eligible, your ticket will be marked with a fine amount that may be paid prior to your court date. Most traffic violations may be resolved by paying a fine found on the ticket. Those choosing to do so may pay by mail

If you wish to contest a municipal court summons and complaint, you are expected to appear in court at **9551 Civic Center Drive in Thornton, Colorado** on the date and time specified on your ticket. Arraignment sessions are normally scheduled Monday, Tuesday and Thursday morning; juvenile cases on Tuesday afternoon. Check-in time begins 15 minutes before each session.

Upon entering the building you will be required to go through security. After you have been cleared, you will be directed to the court check-in desk. There the Bailiff will take your name and will provide you with your written Advisement of Rights. This form should be read carefully before you sign it. Those wishing to discuss their case with the Prosecuting Attorney in an attempt to resolve the matter without having to go to trial will be directed to the Court's waiting room. Because many people choose to do this, it will take some time, so be prepared to wait.

After speaking with the Prosecuting Attorney, you may be sent to the courtroom or directed to the court specialist. This depends on the circumstances of your case. If you do not reach a satisfactory agreement with the Prosecuting Attorney to resolve your case, you will be scheduled for a trial at a later date.

Walk-ins are welcome any Monday, Tuesday, or Thursday (excluding holidays) with check-in from 8:00 a.m. to 10:00 a.m. for matters not already scheduled on the docket.

Please be prepared to make payment according to the **THORNTON MUNICIPAL COURT FINE AND FEE SCHEDULE**. Full payment is expected by end of the business day at 5:00 p.m. If payment is not received when due, or appear as ordered, it may result in additional penalties and procedures. The Court accepts cash, checks, money order, certified funds, Visa, MasterCard, and Discover for the amount of fines and costs. An additional fee will be charged for all returned checks. We do not accept temporary checks. There is a payment drop box located to the right of the court entrance for after-hour payments. Please do not place cash in the drop box. Online payments are also available for eligible cases. The maximum sentence a municipal court may impose is up to 364 days in jail, a fine of \$2,650, or both. Jail is not possible on certain minor charges, or for juveniles.

If you are absolutely unable to pay the fines and costs on the day of your court hearing, you may request to speak to the Collections Officer. Prior to speaking with the Collections Officer you will be requested to complete a financial information sheet. After reviewing your completed financial information, the Collections Officer will determine if you are eligible for additional time to pay your fine. ***NOTE: There are no guarantees that your request for additional time will be granted.***

Conduct in The Courtroom

You should appear promptly at the date and time of trial, or any hearings set by the Court. No pagers or cellular telephones or similar electronic devices are to be on at any time while court is

need to post the amount of the bond, plus a non-refundable \$25 processing fee. At that time, your warrant will be cleared and you will be given a return court date; The Thornton Municipal Court allows walk-ins every Monday, Tuesday, and Thursday mornings. If you have an active warrant, you may appear at this time to try to resolve your case. The judge will then review your case and make a decision on the status of your warrant. Check in for walk-ins ends promptly at 10:00 a.m. The Thornton Municipal Court issues warrants for juvenile defendants who have not appeared in Court, paid their fines, or completed their court orders. Shortly after the juvenile turns 18 years of age, the warrant is automatically changed to an adult warrant. Once an adult warrant is issued, the defendant is subject to being held in an adult detention facility. On certain minor traffic violations, failure to pay the ticket or appear in court will result in a judgment being entered against you and the original points will be assessed to your driving record. Once judgment has been entered, your driver's license will be cancelled and you will not be able to renew your driver's license until all fines, costs, and an additional charge of \$30 has been paid to the Court. Failure to appear may also result in the case being referred to a collection company, incurring an additional fee. For further information, call the Court Specialist's office at 720-977-5400 during normal business hours.

Posting Bonds

A bond is a legally binding document that a defendant signs, and serves to guarantee an appearance in Court. In order to be released from custody, a specified amount of money is posted, and a bond form is completed which indicates a return date and time for a court appearance. Failure to appear in Court at the date and time indicated could cause a forfeiture of the bond posted, and another arrest warrant being issued.

Cash and surety (professional) bonds are the only types of bonds the Thornton Municipal Court accepts. Both types of bonds may be posted at the Court office during business hours Monday through Thursday from 7:00 a.m. to 5:00 p.m. (excluding holiday). Cash bonds may be paid by cash, cashier's check, money order or certified funds. Personal checks will not be accepted.

A bond may be posted only for someone in the Thornton Police Department's custody, or for someone appearing at the court specialist's window. When the person is in custody at another agency, the bond must be posted at that agency since the bond requires the person's signature.

Warrants

If you should fail to appear or fail to comply with a court order, a warrant may be issued for your arrest. A warrant is a legal document ordered by a judge giving any law enforcement officer the authority to place you under arrest for failing to appear or not complying with completing court orders. You may be given an opportunity to post bond and be released or you may be seen via video hearing or be transported to Court.

Requesting Subpoenas

A subpoena is a written command to a person to appear and give testimony. If your case is scheduled for trial and you have witnesses you want to appear, you may request a subpoena from the Court. You will be responsible for having them served. Subpoenas may be obtained at the Court Specialist's Office during normal business hours at no cost. In order to issue the subpoena, the defendant's name and summons number must be provided. The court will prepare the subpoena and provide you with two copies. You will be required to fill in the name and address of the person to be served. It is your responsibility to have the subpoena served. The person serving the subpoena must be over the age of 18, and not involved in the case. The return of service is to be filled out by the person serving the subpoena. You should bring a copy of the served subpoena with you to court. This serves as proof that a witness was placed under court order to appear for the trial. Without this proof, sanctions can not be imposed against someone not appearing in court for trial. For further information, call the Court Specialist's office at 720-977-5400 during normal business hours.

Requesting A Court Appointed Attorney

Court appointed attorney applications are available, by request, at the Court Specialist's window. Please request these forms as early as possible in the process of your court case. When a court appointed attorney is appointed to handle your case, there must be ample time for you to meet with the attorney, and for the attorney to prepare your case prior to appearing in Court.

When the application has been submitted, you will be informed to contact the Court within 7 to 10 days to see if your request has been granted. If your request is denied, you should know as soon as possible so that you have time to contact an attorney of your choice. If your application has been approved, the Court will notify you by mail, advising you of the attorney's name, address, and phone number that has been appointed to represent you.

The Prosecuting Attorney and the Judge review each application. Determination for granting a court appointed attorney depends on two factors. The first is whether or not the Prosecuting Attorney is recommending a jail sentence if defendant is convicted of the offense in the case. If the prosecuting attorney is not recommending jail time, an attorney will not be appointed. The second determining factor is whether or not the defendant meets the state's indigence guidelines. If it is determined that a defendant is not indigent, a court appointed attorney will not be granted.