

## CITY OF CHERRY HILLS VILLAGE MUNICIPAL COURT

2450 E. Quincy Avenue  
Cherry Hills Village, CO 80113  
[www.cherryhillsvillage.com](http://www.cherryhillsvillage.com)

Village Center  
Telephone 303-783-2720  
FAX 303-761-9386

When you are scheduled for Court in Cherry Hills Village, there are important reminders and information to know before attending. At any point, if you have questions about this 2-page document, please contact the Court Clerk at (303) 783-2720 or [court@cherryhillsvillage.com](mailto:court@cherryhillsvillage.com)

1. Court is located at 2450 East Quincy Avenue, Cherry Hills Village, CO 80113. Please note, as of November 23, 2021, masks are REQUIRED for anyone attending Court regardless of vaccination status according to Tri-County Health Public Health Order. Cherry Hills Village is further restricting anyone other than defendants, attorneys, and legal guardians for minors showing up for Court. No guests or visitors will be allowed. Should this information change, this page will be updated immediately. Check back occasionally for the most updated information.
2. **DO NOT** come to the Court if you have a fever or flu-like symptoms, have tested positive for COVID-19, know you have been exposed to COVID-19, or have a medical condition that places you in a “High Risk” category relative to COVID-19. If any of this applies to you, please contact the Court immediately to re-schedule.
3. Upon entering the building, you will check-in with the Bailiff sitting inside the front doors.
4. Upon check-in, each defendant will receive a written Advisement of Rights to review. This will need to be signed and submitted to the Clerk upon the Judge hearing your case. Please make sure your current address, email, and phone number information is filled out on the form where indicated. You will hand this form to the Clerk immediately after talking to the Judge. [To save time, click here and download the Advisement Form, fill it out, print it and bring it with you to Court.](#)
5. Once you are checked-in, the City Prosecutor will call each defendant into a private conference room to discuss a possible disposition of your citation. Recommendations are made to the Judge.
6. We are limiting the amount of people in the Courtroom to 10 at a time. Please follow instructions from the bailiff should seating be limited in the Courtroom.
7. The Judge will hear your case for a final decision. The Judge will want to hear from you about what occurred on the date of your ticket.
8. After speaking with the Judge, your fine is due and can be paid to the Court Clerk while in court. All major credit cards, checks, or cash payments are accepted. If you cannot pay your fine, you will be given a 30-day stay of execution.
9. If you are sentenced to a defensive driving course, there are two different types of courses offered and the Judge will provide a written Order of which one you will be taking. More information will be given in Court and in the [Post-Court information sheet](#).
10. To exit the Courtroom please use the west facing doors in the Courtroom with signage. This minimizes people crowding the entrance and waiting area.
11. You Be the Judge Survey. Before leaving, there is a voluntary 3-minute customer service satisfaction survey to fill out. There will be QR codes located in and outside the Courtroom to fill out at your convenience. This information will help improve the Court process at all stages of the process and celebrate any successes of what is working. We thank you for your time and opinions with this survey.

12. After Court, failure to follow-through on conditions imposed on the Court may result in the following but not limited to: Suspension of driving privileges through the Colorado Department of Revenue, Additional fines imposed, Collection fees, A return to Court for a Show Cause Hearing.

Last updated: 11/23/21