

**NORTHGLENN MUNICIPAL COURT
ADAMS COUNTY, STATE OF COLORADO**

Administrative Order: 20-03*

Subject: Filing, Sufficiency, and Amending of Summons and Complaints

**This order replaces all previous versions of the Court's Administrative Directive V. Amendments to Summons and Complaints April 6, 1994.*

This Administrative Order is a policy to assist with the administration of justice and court efficiency with respect to the filing, sufficiency and amending of summons and complaints with the Municipal Court.

C.M.C.R. Rule 204(b)(3) requires that a copy of the summons and complaint be filed **immediately with the court** before the required appearance. If a copy of the summons and complaint is not filed with the Court fourteen (14) days prior to the appearance date written on the summons and complaint, the summons and complaint will be dismissed without prejudice.

Pursuant to C.M.C.R. Rule 204(b)(4) the summons and complaint must contain the following information:

- The name of the defendant
- The date and approximate location of the offense
- The identification of the offense charged, citing the specific municipal code section and subsection alleged to have been violated
- A brief statement of the type of offense charged or the title of the offense in the municipal code

Furthermore, the summons and complaint shall direct the defendant to appear before the Northglenn Municipal Court on a specific date and time. C.M.C.R. Rule 204(b)(5). If the summons and complaints fails to notify the defendant of when to return to court, the summons and complaint will be dismissed without prejudice if the Court is unable to contact the defendant.

If any of the following information is **omitted** from the summons and complaint, the summons and complaint cannot be amended. The summons and complaint will be dismissed without prejudice:

- Name of defendant
- Date of offense
- Identification of the offense charged, citing the specific municipal code section and subsection

The Court will permit amendments to the summons and complaint pursuant to C.M.C.R. Rule 204(6) as to form or substance at any time prior to trial.

So ordered this 6th day of February 2020.

/s/Amanda Bailhache

**Amanda Bailhache
Northglenn Municipal Court Judge**