



COLORADO

Office of Administrative Courts

Department of Personnel
& Administration

Denver Office
1525 Sherman St.
Denver, CO 80203

OFFICE OF ADMINISTRATIVE COURTS March 17, 2020

Regarding COVID-19 and the Operation of the Office of Administrative Courts for Workers' Compensation Hearings

The Office of Administrative Courts remains open and will continue to conduct workers' compensation hearings. However, due to unprecedented events associated with the outbreak of COVID-19 in Colorado, the Office of Administrative Courts will be instituting the following changes to the Colorado Workers' Compensation Hearing dockets beginning March 17, 2020:

- DENVER DOCKETS
 - All in person **Denver and Greeley** "Disfigurement Hearings" have been cancelled until further notice. Parties may do either of the following:
 1. Reschedule their in-person disfigurement hearing with the OAC on a later date, or;
 2. Request a disfigurement award by photograph with the Division of Workers' Compensation, pursuant to OAC Rule 10 (B).
 - All in person **Greeley** hearings currently scheduled through Friday, May 1, 2020 will be transferred to telephone hearings. Instructions regarding the telephone hearings will be discussed at the status conferences for those hearings.



- COLORADO SPRINGS DOCKETS

- All in person **Colorado Springs and Pueblo** “Disfigurement Hearings” have been cancelled until further notice. Parties may do either of the following:
 1. Reschedule their in-person disfigurement hearing with the OAC on a later date, 2020, or;
 2. Request a disfigurement award by photograph with the Division of Workers’ Compensation, pursuant to OAC Rule 10 (B).
- All in-person **Pueblo** hearings currently scheduled through Friday, May 1, 2020 have been cancelled at this location. Pueblo workers’ compensation hearings will be transferred to telephone hearings. Parties wanting an in-person hearing can file a motion requesting that the case be held face-to-face at the Colorado Springs office.

- GRAND JUNCTION DOCKETS

- All in person **Grand Junction, Glenwood Springs and Durango** “Disfigurement Hearings” have been cancelled until further notice. Parties may do either of the following:
 1. Reschedule their in-person disfigurement hearing with the OAC on a later date, or;
 2. Request a disfigurement award by photograph with the Division of Workers’ Compensation, pursuant to OAC Rule 10 (B).



- All in person Glenwood Springs and Durango hearings currently scheduled through Friday, May 1, 2020 will be transferred to telephone hearings. Instructions regarding the telephone hearings will be discussed at the status conferences for those hearings.

The following procedures apply to all in-person hearings in **Denver, Colorado Springs and Grand Junction**:

- For in-person hearings, please note that the number of persons who will be allowed to be present in the courtroom during the proceeding may be limited to counsel for the litigants and the parties themselves, meaning the Claimant and one Employer representative. All other anticipated lay or expert testimony should be taken telephonically or by deposition so as to adhere to the current social distancing practices in order to enhance the safety and wellbeing of all involved in the hearing process.
- Please notify the clerk if you would like to appear for hearing in person so that the OAC can arrange for proper staffing. If you wish to conduct a hearing telephonically, the clerk will contact the parties with instructions on participating in the telephonic hearing. Parties wishing to call witnesses by telephone will be given instructions by the clerk as to the measures needed, to insure that procedural arrangements, including the order of the witnesses, can be made to ensure a smooth hearing and an accurate recording.
- For all telephonic hearings, where at least one party will appear by phone, all parties shall ensure that Hearing Exhibits Packets shall be received by the OAC and all opposing parties three (3) business days prior to the scheduled proceeding. The parties are encouraged to submit electronic versions of their hearing exhibits to each other and mail or deliver hard copy to the Office of Administrative Courts.



- In the event that a litigant or witness cannot participate in a telephone hearing, due to the need of interpretation or ADA accommodation, the party should notify the Office of Administrative Courts and we will insure that an in-person hearing occurs within the parameters outlined in this directive.
- Motions and pleadings may be submitted electronically to the Office of Administrative Courts. The general email boxes for the OAC are as follows:

Denver at OAC-DVR@state.co.us

Colorado Springs at OAC-CSP@state.co.us

Grand Junction at OAC-GJT@state.co.us

The health and safety of the public working with Office of Administrative Courts is of paramount importance. To that end, please note that the above procedures are subject to change as the COVID-19 situation evolves. Should additional changes be warranted, you will be updated. In the interim, please note that the OAC is open and prepared to adjudicate the matters before the Court with the above noted modifications. Please feel free to contact any of our offices with questions and/or refer to the OAC website for additional information.

Denver: (303) 866-2000
Colorado Springs: (719) 576-2958
Grand Junction: (970)-248-7340

Sincerely,



Digital Signature:

A handwritten signature in black ink, appearing to read "Matthew Azer", enclosed within a rectangular border.

Matthew Azer
Director & Chief Administrative Law Judge

