



Denver County Court

**City and County Building
1437 Bannock St., #108
Denver, CO 80202**

**Hon. John M. Marcucci
Presiding Judge**

EXECUTIVE ORDER

DIRECTIVE REGARDING THE USE OF A STANDARDIZED FUGITIVE INFORMATION SHEET (FIS) FOR CIVIL CASE

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Currently, Fugitive Information Sheets (FIS) submitted to the Civil Division of the Denver County Court, vary widely in style and type by the submitting party. These forms do not always provide all of the necessary information to enter a warrant into the Colorado Bureau of Investigation database, in which case, they are rejected. On occasion, State of Colorado Driving Records are also submitted in lieu of a FIS and cannot be accepted because driving records are protected under other laws.

Effective Friday, June 1st, 2012, the Civil Division of the Denver County Court will only accept as part of the process for issuing a Civil Arrest Warrant, the standardized fugitive Information Sheet (FIS) that is provided by the Court. This form will be provided free of charge as a Microsoft Word template download from the Denver County Court website; and as a template download via a link in the Lexis Nexis Resource Center utilized for electronic filing by attorneys. Additionally, the court will email the template free of charge to any party who requests it. This one-page document may also purchase in person for .25-cents from the combined Civil and Traffic Division Clerk's office, located at 1437 Bannock St., #135, Denver, CO; between the hours of 8:00 a.m. and 8:00 p.m. during regular business days.

No other document will be accepted as a FIS for any Civil matters before the court.

Dated and signed this 23rd day of April, 2012

BY THE COURT:

/s/ John M. Marcucci

**Hon. John M. Marcucci
Presiding Judge
Denver County Court**