

# Denver County Court



## Memo

**To:** General Public  
**From:** Ricardo Jaramillo, Traffic/Civil Manager  
**Date:** 9/15/14  
**Subject:** Civil Records Room Policy

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The Civil Record Room of the Denver County Court is staffed to assist customers of the court who wish to view court records. The Record Room is open to the public from 8a.m. to 4 p.m., Monday through Friday with the exception of legal holidays. Effective October 1, 2014, parties may request to view up to 25 files daily. Circumstances may require that the court will not be able to provide files immediately, and providing the files may take up to three days as provided by the Colorado Open Records Act. All requests to view files must be accompanied by a case number, or party name, and be made in person. Information on case numbers and party names can be obtained on the Denver County Court Website, [www.denvercountycourt.org](http://www.denvercountycourt.org). All County Court dockets are available on line, with the exception of the Protective Order Courtroom. The clerk's office staff can also assist you with case number and party information.