



# Office of the State Court Administrator

---



**Steven Vasconcellos**  
*State Court Administrator*

**Terri Morrison**  
*Judicial Legal Counsel*

## **DIRECTORS**

**Chad Cornelius, CIO**  
*Information Technology Services*

**Glenn Tapia**  
*Probation Services*

**Brenidy Rice**  
*Court Services*

**Marty Galvin**  
*Financial Services*

**Melanie Ulrich**  
*Human Resources*

# Jackson County Judicial 25-Year Space Projections

Prepared By Tom Franklin  
SCAO Facilities Department  
3/2021



The following space need exercise has been prepared by the State Court Administrator's Office, District Court Executive, Chief Judge and the Chief Probation Officer of the 8th Judicial District. The Intent of this report is to compile and report the case load projections, the associated space requirements, building amenities and potential construction scope of new or remodeled justice facilities to achieve immediate needs as well as 25-year projected requirements of the Jackson County District Courts and Probation.

This report has been requested by 8th Judicial District to assist Jackson County with future space and real estate planning. To support this effort, the **Colorado Judicial Court Services Department** completed a statistical analysis of future case load and judicial staffing growth based upon review of historical trends, local and state demographics and legislative data. This study concluded with a projection of no significant staffing increases with the exception of improvements needed to enhance current business practice and accommodations for the Probation Department.

## Current Courthouse Facilities

---

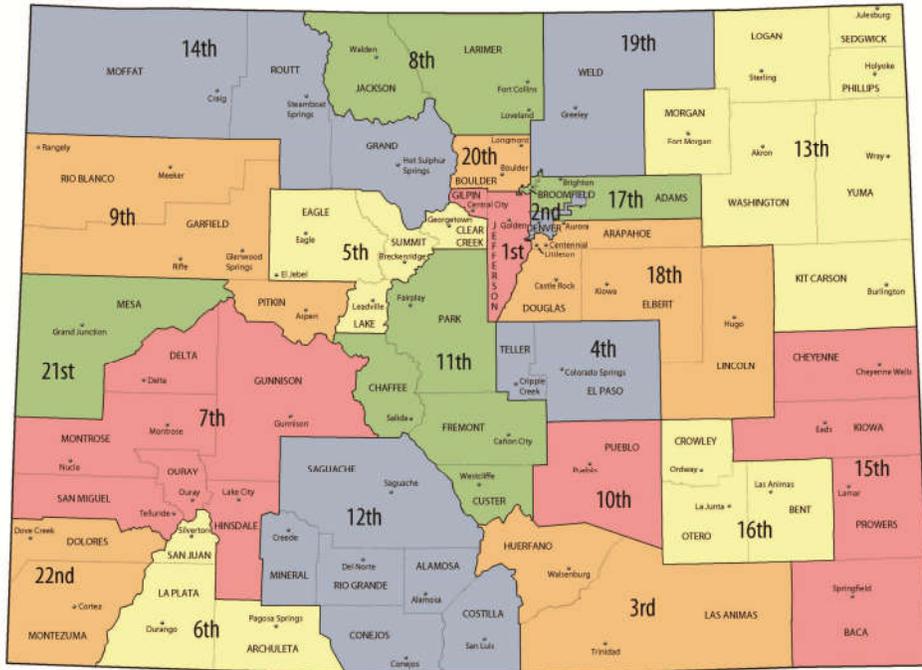
The Jackson County Courthouse, 396 LaFever St, Walden CO, has been serving the county since 1914. This structure is a central landmark of Walden and can be seen from all roads approaching town. The courthouse houses all functions of the courts, as well as sheriff and detentions and county departments, which include County Clerk, Assessor, Treasurer and Board of County Commissioners. The Judicial areas consist of the Clerk of Court Office, one courtroom, judge's chambers and a jury room. There is both a district court and county court judge assigned to this county by the 8<sup>th</sup> Judicial District however both dockets are part-time and one courtroom is adequate.

The courthouse building has two main levels comprised of 3000 square feet each and an attic of 900 square which is designated as the Jury Deliberation Room. The Sheriff and Detentions occupy the garden level occupying approximately 1200. The total occupied space of the courthouse is approximately 8,000 SF.

State of Colorado and is a part of the Colorado Judicial Branch. All employees of the district are state Judicial Department employees. All court operating budgets are allocated by the state legislature through the state Judicial Department to the various judicial districts. The local governments per statute C.R.S. 13-37-108 provide all facilities and facility maintenance for the court operations.



# COLORADO JUDICIAL DISTRICTS



The **8th Judicial District** contains two counties located along the central north border between Colorado and Wyoming. The counties of the 8<sup>th</sup> JD are Jackson and Larimer Counties. Larimer County is the second fastest growing county in Colorado whereas Jackson is sparsely populated with no expected growth.

## Census and DOLA Demographic Information:

The 2020 population of Jackson County is 1350 residents. This population is not projected to change significantly over the next 25 years in either direction. According to the state demographer from the Department of Local Affairs, the current population projection for Jackson County in the year 2040 is 1250 residents which are 100 less residents than it is at present.

## Staffing

The 8th Judicial District currently employs 9 District Court judges, 5 County Court judges and 6 Magistrates, for a total of 20 Judicial Officers. There are 120 non-judge judicial employees in the 8<sup>th</sup> JD primarily working out of Larimer County. Of this total, one District Court judge is assigned part time to cover the Jackson County District Court caseload. There is also a single County Court judge assigned specifically to Jackson

County. Although both judges are assigned part-time to Jackson County, both are experiencing more Jackson County workload than has been allocated by their FTE (full time employment) allocation.

The current Jackson County judicial officers are listed below.

- 8<sup>th</sup> JD Chief Judge - Susan Blanco
- District Court Judge (Assigned to Jackson County) - Stephen J Jouard
- Jackson County Court Judge - Chelsea Rengel

The sole non-judge employee assigned to Jackson County is the Clerk of Court, Christina Utley. Christina manages all public transactions, maintains the court record and executes every non-judge specialist function of the court. Christina is supervised by the 8<sup>th</sup> Judicial District Court Executive.

- The Court Executive, Kristin Sheeran, is appointed by the Chief Judge and is delegated the authority to perform administrative duties in the operation of the 8<sup>th</sup> Judicial District. The Court Executive is responsible for the overall management of the personnel, budget and the operation of all combined courts in the district. Kristin's office is in the Larimer County (Ft Collins) Court facility

## Staffing and Caseload Projections

---

The Colorado Judicial Court Services Division has prepared the following 20 year Case and Staffing Projections for the Jackson County District Court Judicial Officers and associated staff.

The Jackson County District and County staffing projections were calculated using the Colorado Judicial Branch's Caseload Projection Methodology. This formula utilizes both regression and population ratios to estimate future filing levels. The most current staffing level available is used as a baseline for need in the tables.

In Jackson County, this report predicts minimal growth in judges and judicial staff over the next twenty years. The areas anticipated to experience the greatest amount of movement in the next twenty years are Felony Criminal, Civil (for both District and County), Domestic Relations, Juvenile Delinquency and Problem-Solving courts.

### **Jackson County District Judicial Officer Staffing Projections by Case Type**

District Weighted Caseload Case Categories	FY20 Judicial Officer Need <sup>1</sup>	5-Year Projected Need <sup>2</sup>	10-Year Projected Need <sup>2</sup>	15-Year Projected Need <sup>2</sup>	20-Year Projected Need <sup>2</sup>
Civil	0.01	0.01	0.01	0.01	0.01
Rule 120 + Distrain Warrant	0.00	0.00	0.00	0.00	0.00
Homicide	0.00	0.00	0.00	0.00	0.00
Criminal	0.05	0.05	0.07	0.08	0.09
Domestic Relations	0.02	0.02	0.02	0.02	0.03
Juvenile-General	0.00	0.00	0.00	0.00	0.00
Juvenile- Paternity and Support	0.00	0.00	0.00	0.00	0.00
Juvenile-Delinquency	0.00	0.01	0.01	0.01	0.01
Juvenile-Dependency & Neglect	0.00	0.00	0.00	0.00	0.00
Probate-Protective Proceedings	0.00	0.00	0.00	0.00	0.00
Probate-Other	0.02	0.02	0.02	0.02	0.02
Mental Health	0.00	0.00	0.00	0.00	0.00
Water	0.00	0.00	0.00	0.00	0.00
Adult Drug Court	0.00	0.00	0.00	0.00	0.00
Family Drug Court	0.00	0.00	0.00	0.00	0.00
Juvenile Problem Solving Court	0.00	0.00	0.00	0.00	0.00
Other Problem Solving Court (M)	0.00	0.00	0.00	0.00	0.00
Chief Judge Add-on	0.40	0.40	0.40	0.40	0.40
<b>TOTAL<sup>3</sup></b>	<b>0.50</b>	<b>0.52</b>	<b>0.53</b>	<b>0.54</b>	<b>0.56</b>

<sup>1</sup>FY20 Need is based on actual filings from April 1, 2018 to March 31, 2019.

<sup>2</sup>The Colorado Judicial Branch's Caseload Projection Methodology was used to estimate the projected staffing need for Jackson County. Historical filings from 2010-2019 were extracted from the court's case management system and population estimates were obtained from the Department of Local Affairs website.

<sup>3</sup>Chief Judge add-on is included. The Chief Judge add-on is calculated for the entire judicial district.

## Jackson County District Trial Court Staffing Projections by Case Type

District Weighted Caseload Case Categories	FY20 Trial Court Staff Need <sup>1</sup>	5-Year Projected Need <sup>2</sup>	10-Year Projected Need <sup>2</sup>	15-Year Projected Need <sup>2</sup>	20-Year Projected Need <sup>2</sup>
Civil (includes R 120s)	0.02	0.03	0.03	0.03	0.03
Distrain Warrants	0.00	0.00	0.00	0.00	0.00
Homicide	0.00	0.00	0.00	0.00	0.00
Criminal Non-Homicide	0.16	0.16	0.20	0.23	0.26
Domestic Relations	0.05	0.06	0.06	0.06	0.07
JV- General (not inc TR)	0.01	0.01	0.01	0.01	0.01
JV - Truancy	0.00	0.00	0.00	0.00	0.00
Paternity/Support	0.00	0.00	0.00	0.00	0.00
JV-D&N	0.00	0.00	0.00	0.00	0.00
Juvenile Delinquency	0.01	0.03	0.03	0.03	0.03
Protective Proceedings	0.00	0.00	0.00	0.00	0.00
Probate - Estates and Other	0.04	0.04	0.05	0.05	0.06
Mental Health	0.00	0.00	0.00	0.00	0.00
Water	0.00	0.00	0.00	0.00	0.00
Problem Solving Court	0.00	0.00	0.00	0.00	0.00
<b>TOTAL<sup>3</sup></b>	<b>0.30</b>	<b>0.33</b>	<b>0.36</b>	<b>0.40</b>	<b>0.44</b>

<sup>1</sup>FY20 Need is based on actual filings from April 1, 2018 to March 31, 2019.

<sup>2</sup>The Colorado Judicial Branch's Caseload Projection Methodology was used to estimate the projected staffing need for Jackson County. Historical filings from 2010-2019 were extracted from the court's case management system and population estimates were obtained from the Department of Local Affairs website.

<sup>3</sup>Staff Need does not include the law clerk and court reporter staff associated with each judgeship. Additionally, family court facilitator, self-represented litigant coordinator, problem solving court coordinator and protective proceedings monitor staff are not included in these projections.

## Jackson County - County Judicial Officer Staffing Projections by Case Type

<b>County Weighted Caseload Categories</b>	<b>FY20 Judicial Officer Need<sup>1</sup></b>	<b>5-Year Projected Need<sup>2</sup></b>	<b>10-Year Projected Need<sup>2</sup></b>	<b>15-Year Projected Need<sup>2</sup></b>	<b>20-Year Projected Need<sup>2</sup></b>
Civil	0.00	0.00	0.00	0.00	0.00
Small Claims	0.00	0.00	0.00	0.00	0.00
Traffic	0.01	0.01	0.01	0.01	0.01
Infractions	0.00	0.00	0.00	0.00	0.00
Misdemeanor	0.04	0.04	0.04	0.05	0.05
Felony Complaints	0.00	0.00	0.00	0.00	0.00
DUI	0.02	0.02	0.02	0.02	0.02
Protection Orders (PPO)	0.00	0.00	0.00	0.00	0.00
Domestic Violence	0.01	0.01	0.01	0.02	0.02
DUI PSC	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.09</b>	<b>0.09</b>	<b>0.09</b>	<b>0.10</b>	<b>0.11</b>

<sup>1</sup>FY20 Need is based on actual filings from April 1, 2018 to March 31, 2019.

<sup>2</sup>The Colorado Judicial Branch's Caseload Projection Methodology was used to estimate the projected staffing need for Jackson County. Historical filings from 2010-2019 were extracted from the court's case management system and population estimates were obtained from the Department of Local Affairs website.

## Jackson County Trial Court Staffing Projections by Case Type

County Weighted Caseload Categories	FY20 Trial Court Staff Need <sup>1</sup>	5-Year Projected Need <sup>2</sup>	10-Year Projected Need <sup>2</sup>	15-Year Projected Need <sup>2</sup>	20-Year Projected Need <sup>2</sup>
Civil	0.01	0.01	0.01	0.01	0.01
Small Claims	0.01	0.01	0.01	0.01	0.01
Traffic	0.05	0.06	0.06	0.06	0.06
Infractions	0.01	0.02	0.02	0.01	0.01
Misdemeanor	0.12	0.11	0.13	0.14	0.15
Felony Complaints	0.01	0.01	0.01	0.01	0.01
DUI	0.05	0.04	0.04	0.04	0.04
Protection Orders (PPO)	0.01	0.01	0.01	0.01	0.01
Domestic Violence	0.02	0.02	0.03	0.03	0.04
DUI PSC	0.00	0.00	0.00	0.00	0.00
<b>TOTAL<sup>3</sup></b>	<b>0.29</b>	<b>0.28</b>	<b>0.30</b>	<b>0.32</b>	<b>0.34</b>

<sup>1</sup>FY20 Need is based on actual filings from April 1, 2018 to March 31, 2019.

<sup>2</sup>The Colorado Judicial Branch's Caseload Projection Methodology was used to estimate the projected staffing need for Jackson County. Historical filings from 2010-2019 were extracted from the court's case management system and population estimates were obtained from the Department of Local Affairs website.

<sup>3</sup>Staff Need does not include the law clerk and court reporter staff associated with each judgeship. Additionally, family court facilitator, self-represented litigant coordinator, problem solving court coordinator and protective proceedings monitor staff are not included in these projections.

**A few considerations are important to keep in mind with regards to these projections:**

- Adjustments, also known as smoothing, were made to regression estimates when appropriate. For example, homicides are a relatively rare event and do not generally follow a linear trend of growth, therefore it is necessary to adjust the estimate produced by the regression analysis to ensure it makes sense.
- Due to recent legislation, effective March of 2020, an unknown number of felony drug cases may move to county courts; as such, these projections may change depending on the ultimate impact of this legislation.
- Felony Criminal cases have increased steadily in the past few years so this case type may experience growth beyond the projection estimates.

## Current Conditions

---

### Building Limitations and Deficiencies

The Jackson County Courthouse in Walden, Colorado was originally constructed in 1914. This is a 3-story above ground structure with a Garden Level, or 4 levels of operation. This historic courthouse is a stately landmark in the center of the town of Walden. The current occupancy of the building is comprised of county and state offices. The main level contains the Clerk and Recorder, Assessor, Board of County Commissioners, Treasurer, Elections and Building Department. The garden level houses the Sheriff's Department and Detentions. The second level contains the Courtroom, Clerk of Court, and Judges Chambers. The third or attic level is a Jury Deliberation room. All levels of the building are accessed by staircases as there is no elevator.

Since its construction, the Jackson Courthouse has preserved its original architecture and finishes with no major alterations or additions. It has been cosmetically maintained and receives good routine housekeeping; however this building is antiquated and has significant limitations with regards with ADA compliance, judicial security standards and Life Safety systems. It is also deficient in modern technical infrastructure, has outdated electrical and plumbing, and lacking capability to maintain building comfort. The following bullets are brief descriptions of some facility deficiencies:

- **Compliance with Americans with Disabilities Act:** The building has four levels and no elevator. Any party, defendant, juror, or employee to the courts using a wheelchair would have no ability to reach the courtroom levels. None of the bathrooms are accessible per ADA code. All elevated platforms of the courtroom such as jury box, witness box, and judge's bench have no ramps for wheelchair access. The public restrooms are accessed from stair landings which makes them inaccessible by wheelchair from any level of the courthouse
- **Security:** There is no ability to separate staff circulation zones from public zones and more specifically prisoner movement. Prisoners are brought up to the courtroom from the jail via public

staircases past family, witnesses and victims. An altercation or incident is away a risk. There are no holding cells or prisoner restrooms at the courtroom level

- **Utilities:** Power distribution systems are outdated and undersized for current demands. Circuit breakers are frequently overloaded and tripped. There are multiple extensions cords and strip outlets throughout the building. The plumbing systems are antiquated and frequently requiring repair. The court has experienced leaks coming from below restrooms. There are not enough restrooms to support the number of citizens that occupy the building on high traffic days
- **Life Safety:** There are no fire alarm system or fire sprinklers, and this is an older wood frame structure. There are smoke detectors, but they are stand alone and battery operated. Those alarms are not networked or able to report a fire to a central monitoring system. There are no fire sprinklers, even in the jail area. There are no emergency lighting circuits to illuminate egress routes. There is only one egress route from the courtroom floors to the outside.
- **Building Comfort.** The heating plant of the building is not sufficient or regulated to achieve desired temperatures or balance. The building is poorly insulated and drafty. Temperatures recorded in the courtroom and offices can swing from the mid-50s to the mid-80s depending on outside conditions. When space heaters are used in the courtroom, there is likelihood that the electrical circuits will be overloaded.

The judicial caseload in Jackson County is steady but light. There are two part-time judges and a clerk of court assigned to Jackson County by the 8<sup>th</sup> Judicial District. Predicted increase in caseload remains modest over the next 10-20 years. The Judicial floor (level 2) of the courthouse is for the most part adequate for normal business operations considering the low volume of business, however there is a lack of needed offices as well as other building deficiencies which are listed below.

- The single courtroom is small and is undersized to seat a prospective jury pool. The courtroom has no infrastructure for audio visual requirements. As sated earlier, the courtroom is not compliant with ADA and has no Audio Visual or Virtual Court provisions.
- There are no offices provided to the Probation Department which is a regular and critical component of the judicial process.
- There are no Attorney / Client conference rooms which are needed for confidential conversations between parties and their counsel.
- There are not conference rooms for Judicial meetings
- The judge's chamber is accessed via the public lobby which poses a security risk
- None of the interior walls throughout the building are constructed to mitigate sound transmission. Confidentiality is essential in a courthouse, not only for staff and parties but also jurors.

While this report does not focus on the accommodations of the other building tenants, it was clear after our tour that the sheriff's department and detentions are in grave need of improvement or relocation. The Sheriff's employees, Dispatch, Patrol, EOC and Administration are packed into cramped and cluttered areas of the courthouse basement. The jail housing area was a concrete room with an array of metal cages as jail cells. There is no room for in-custody services, recreation or programs. As stated before, there is a significant lack of life safety requirements which is unacceptable in a detention housing area

## Space Projection

---

### Space Assessment Method

The following assessment concludes there will be modest additional space requirements for the Jackson County Judicial such as improved customer service areas, a probation office and increased capacity in the courtroom.

The estimated square footage projections incorporate judicial program requirements, current and projected staffing, current and projected court filings and other contributing factors such as weighted case load and specialty court docket impact. The area of each space is calculated using the **Colorado State Court Space Guidelines**. All room measurements are totaled to ascertain a net-square-footage (NSF) requirement. This NSF is then multiplied by a factor of 35% (net-square-footage grossing factor for court buildings) to account for circulation, mechanical, electrical, custodial rooms, waiting areas and restroom facilities.

### District and County Courtroom Design Guidelines

- **Judge's bench** – Judge position elevated two risers – ADA compliant (typically a ramp) with sufficient bench top to support a writing surface, computer and keyboard, support 3 monitors, AV and recording devices, books and files.
- **Clerk position** – Accommodating a courtroom clerks with dual monitors. Their platform would be elevated one riser and be ADA compliant.
- **Witness box** - Enclosed seating space with a writing shelf and microphone. Access should remain at floor level to provide for wheelchair accessibility
- **Jury box** - The jury box should seat 14 (12 plus two 2 alternates). The front row of the Jury Box should be at floor level to accommodate jurors with disabilities. At least one juror seat shall be removable to create a space for wheelchair.
- **Counsel tables** - space enough to accommodate two to four tables typically 8'x 30"

- **Lectern** - Small movable podium with a microphone
- Assure that all sight-lines to judge, witness, jury, lectern, evidence display devices and counsel tables are unobstructed.
- **Audio-Visual** and evidence display - Controls at the judge's bench and input connections at the podium and counsel tables. Systems are capable of all audio sound reinforcement, including teleconferencing, video evidence presentation and video court appearance to Jail.
- **Court Reporter** station - portable desk that is accessible to technology connections.
- **Gallery seating** - At least one courtroom should have seating for 80 – 100 for heavy docket days and large jury pools. All other trial courtrooms should accommodate at least 50 spectators. There shall be wheelchair locations provided

**Prisoner Holding Area:** Each holding cell area will contain a pair of secured cells to hold up to eight in-custody defendants. When practical, holding areas should be located between courtrooms allowing for a dedicated and secure prisoner entrance into the courtroom. Each cell should have detention grade fixtures and hardware. A centrally located Sheriff's workstation should be included that allows for sightlines to each cell as well as immediate access into the adjacent courtrooms. In a multi-story courthouse, the holding area should also include a dedicated prisoner elevator. An Intercom system can be employed to summon individual defendants into the courtroom one at a time in lieu of bringing all defendants simultaneously and seating them in the Jury Box (typical size 600 SF between 2 Courtrooms)  
*In Jackson County there will be only one Courtroom and limited prisoner traffic. It still remains necessary that a holding cell connected to the courtroom be constructed. Based on historical need, this holding cell can be built to accommodate 2 prisoners in a single cell. (Typical 200 SF)*

**Judicial Chambers:** The chambers will contain a judge's desk, credenza and side table at which four to five parties can meet with the judge. Judge's chambers should include a robing closet and if possible a private restroom. (typical 300- 360 SF)

**Attorney / Client Conference Room:** These confidential rooms are essential to the efficient operation of all state courthouses. We recommend two attorney / client rooms per courtroom. (Typical 120 SF each)

**Jury Deliberation:** The jury table will accommodate a standard 14 jurors, (12 jurors plus two (2) alternates) for jury deliberation. Jury rooms also are used during recesses and breaks. Each jury deliberation room should include a minimum of one private unisex restroom and preferably two if practical. It is recommended to incorporate a shielded vestibule area into the restrooms to provide privacy from the Jury Deliberation room. Jury deliberation rooms require a cabinet, microwave, and sink area for coffee and refreshments. (typical 240 – 300 SF)

**Clerk's Office Suite:** The Clerk's office is the interface between the public and the court and typically is located near the entry to the courthouse for ease of access. The Clerk's Office conducts all public

transactions, court filings, payments, maintains all court records, and oversees the court docket. The Jackson County Clerk's office requires an ADA-compliant transaction window, 2 workstations for staff, an internal private Clerk of Court office, condensed file shelving area, secured evidence and exhibit storage, mail and copier functions, break room for all staff and access to a staff restroom. An adjacent **File Viewing Area** is provided with a supervision window where customers can request and review court files. A public access terminal is provided in the file view room for access to electronically filed cases.

**Collection Investigators:** The Investigators suite will be in a publicly-accessible part of the building near the Clerk's Office. This office provides an area for confidential interviews to discuss financial matters relating to the court.

*In Jackson County all collections interviews are conducted by the clerk of court at either the front counter or the public meeting room.*

**IT Support Office:** This is a secured room for computer equipment, distribution racks, telephone PBX, computer inventory storage and a workstation for the technician.

*This office is not necessary in Jackson*

**Mediation Suite:** Mediation hearings often take place in separate rooms, such as an office with adjoining conference room, allowing for parties to maintain confidentiality while the mediator negotiates between the two rooms.

*In Jackson County, mediation hearings are rare and could be conducted in existing conference rooms.*

**Conference / Meeting Rooms:** Each floor of a courthouse requires a conference room for staff for meetings and videoconferences. In small courthouses, a public facing multi-purpose meeting room will provide the space needed for Family Court, Collections and self-help services.

**Self Help Center:** The self-help center is a meeting room that offers a variety of legal information, brochures, interactive videos and resources to litigants. A self-help representative will meet with public to assist them with procedural advice and filling out proper forms. This suite typically consists of private staff office and a public meeting / workroom and transaction window

*In Jackson County, self-help functions are provided by the Clerk of Court and could be conducted at the front counter or public facing multi-purpose meeting room*

**Exhibit, Evidence and Archive File Storage:** This is room within the Clerk's office where non-active files and court exhibits can be shelved and secured. Active files are maintained within the Clerk's office.

**Family Court Facilitator:**

The family Court Facilitator meets by appointment with clients to resolve domestic relations matters. Each FCF should be provided a secure private office adjoined to a publicly accessible meeting room where conferences can be held. *In Jackson County, the Family Court Facilitator meetings can be held in the public facing multi-purpose meeting room*

# Probation Space Assessment

---

## Probation Department Space Projection

Colorado Probation is committed to public safety and community reparation through offender accountability, skill and competency development. Commitment to these practices requires the implementation of innovative approaches to offender assessments, supervision, victim involvement and service to the community. Colorado Probation is a rapidly expanding program, shifting the focus from incarceration of offenders to proactive rehabilitative supervision, victim compensation and reduction of criminal behavior.

*In Jackson County, Probation services have been limited to monthly appointments from a visiting Probation Officer from the Larimer County offices. This rotation is anticipated to increase due to increased probation sentencing and current need for additional testing and supervision.*

# Square Footage Tables for Jackson County Trial Court

---

**The following tables represent the assessed quantity and recommended square footage of the courtroom set and offices needed for anticipated growth in Jackson County. Recommended room sizes and dimensions are derived from judicial space guidelines. It is this space estimate that serves as the basis of design and overall square footage requirements to accommodate court and probation business operations. This report will conclude with summary net and gross totals of the square footage for a courthouse to meet the projected needs for the next 20 years in Jackson County.**

### Large Jury Courtroom Set

Courtroom	1850 SF
Chambers with Restroom	250 SF
Jury deliberation room with unisex restroom .5 per courtroom set	240 SF

Attorney client conference rooms 2 @ 100 SF	200 SF
Entrance vestibule	100 SF
AV support closet	60 SF
Total SF for large courtroom set	2700 SF
<b>Total SF for 1 courtroom set</b>	<b>2700 SF</b>

**Holding Cell Facilities** (To be shared between two courtrooms) five sets required

Holding space typically includes three lockable cells with toilets, elevator and secured attorney conference room 620 SF each 5 total	200 SF
---	--------

	<b>200 SF</b>
--	---------------

**Clerk's Office**

Clerk of Court Office	0
Supervisor office	0
Accountant office	0
Transaction Counter and Lobby	250 SF
Collections Suite	0
Public file view room and public access terminal	0 SF
Combined Workstation area/ mailroom workroom / file storage/public transaction window / copier	900 SF
Staff Restroom	80 SF
<b>Total SF for Clerk's Office</b>	<b>1230 SF</b>

**Multi-Purpose Visiting Staff Office with attached Meeting Room**

<b>Total</b>	<b>200</b>
--------------	------------

**Family Court Facilitator / Mediation Suite**

This suite will include private offices combined with meeting rooms for multi-purpose usage	<b>NA</b>
---	-----------

**Technical Support Office**

Office space for regional tech support with storage	<b>NA</b>
---	-----------

space total	
-------------	--

**Break Room**

Kitchen counter / sink and refrigerator with table	160
--	-----

**Self Help and Self-Represented Litigant Support Office**

Office for distribution of self-help materials	0
--	---

**Probation Office**

Single Probation Interview office	160 SF
Urinalysis Lab	55 SF
<b>Total</b>	<b>215 SF</b>

**\*Note:** Due to the part-time and or job share nature of some of the professional services, space allocations may be listed as zero square feet with the understanding that such employees will have access to shared or multipurpose work areas when in Jackson County.

<b>Total estimated net building square footage for Jackson County trial courts</b>	<b>4,705 square feet</b>
--	--------------------------

**Net Building Grossing Factor**

NBGF (net building grossing factor) This factor is a percentage multiplier that multiplies the Net Square Footage (NSF) estimate by 35 percent to ascertain the additional floor space needed for:

- Public, staff and in-custody circulation hallway
- Staff and public restrooms
- Public waiting areas
- Mechanical / electrical and building support rooms (janitor closets)
- Telephone and data distribution
- Building storage

<b>Net Grossing Factor 4,705F X 35% NGF)</b>	<b>1411 SF</b>
--	----------------

Total (4,705 + 1411) SF grossing factor)	6,116SF
<b>Total estimated additional square footage for</b>	<b>6,116 Square Feet</b>

# Summary

---

**Based on all criteria listed in this report, the net square foot estimate projected for the Jackson County Combined Court program is 6,116 square feet.** This estimate a guideline based on projected programmatic needs and standard room measurement tables derived from **Colorado Judicial Space Guidelines**.

At present the judicial departments occupy approximately 4000 square feet of the existing Courthouse. The proposed square footage of a newly constructed Jackson County of 6,116 Square feet is an increase of 2200 Square feet. Those increases are primarily due to additional conferencing space, a larger courtroom, holding facilities, attorney client conference rooms and a probation office

The room description and associated square footage estimates detailed in this reports should be reexamined by an awarded architectural firm and verified during design workshops with court staff. It is likely that efficiencies will be identified and space reductions can be applied however 6,200 square feet is modest for any new one-courtroom courthouse in Colorado