

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**.

***\*All fields must be completed.\****  
*Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: 07/12/12

Please mark one:  Bill Request or  Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes  No

If yes, please explain:

2. **Title:** *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

Municipal Code change to Section 14-37 (a) and (b) Witness Fees; 14-31 (b) and (c) Service of summons, subpoena and warrant of arrest.

3. **Requesting Agency:** Denver County Court

4. **Contact Person:** *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Matt McConville
- **Phone:** 720-865-7830
- **Email:** matt.mcconville@denvergov.org

5. **Contact Person:** *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Matt McConville
- **Phone:** 720-685-7830
- **Email:** matt.mcconville@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

The Court is requesting an ordinance change that would: 1) increase the witness fee from \$1.50 to \$5.00 making it consistent with C.R.S. 13-10-111(4); 2) When a subpoena is issued at the request of the defendant for the attendance of a witness or for the production of documentary evidence at trial or hearing, service may be by first class mail, if the person to whom the subpoena is directed waives personal service. If the person does not waive personal service, the issuance and service of a subpoena shall be personally served. The defendant must attach a \$5.00 witness fee check to the copy of the subpoena to be served. 3) Service must be completed no later than 48 hours prior to the appearance date identified on the subpoena. 4) Any police officer, sheriff's deputy, or other officer or employee of the City acting in an official capacity, or anyone 18 years or older and not a party to the case may personally serve the subpoena. 5) Subpoenas may be issued electronically by the clerk or authorized deputy clerks.

**\*\*Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field.)*

a. **Contract Control Number:** NA

b. **Duration:** NA

c. **Location:** NA

d. **Affected Council District:** NA

e. **Benefits:** The changes will clarify and streamline the subpoena process and the witness fee amount will be consistent with state statutes.

*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

f. Costs: NA

7. **Is there any controversy surrounding this ordinance?** (*Groups or individuals who may have concerns about it?*) **Please explain.** No

---

*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_