

**CARLA L. SIKES**

Municipal Judge  
(719) 562-3810

**LISA COUGHLIN**

Court Administrator  
(719) 562-3850



**Municipal Court  
200 South Main Street  
Pueblo, CO 81003  
Phone: (719) 562-3810  
Fax: (719) 562-3811**

**Business Hours Monday thru  
Friday 8:00am to 4:30pm  
Excluding legal holidays**



**DISCLAIMER**

This non-comprehensive general information pamphlet regarding the City of Pueblo Municipal Court is not intended to provide legal advice of any kind.

While the majority of individuals charged with municipal ordinance violations represent themselves in Court, if you are charged with violating a municipal ordinance, you are encouraged to seek the legal advice of an attorney.



**Making  
Customer Service  
Our #1 Priority**

<http://www.pueblo.us/court>

You have the right to plead “Not Guilty” and to have a trial. The trial may be a trial to the Court or a trial to jury. A trial to jury may be a jury of a minimum of three (3) jurors and a maximum of six (6) jurors, as long as the right to trial by jury is granted by statute or ordinance. If you desire a trial by jury, you must make the request in writing, within 21 days of first appearance advisement of rights session of court, and include a jury fee of \$25. In addition, you must specify the number of jurors you wish at the time you make the request or you will be tried by a jury of three (3). If you do not request a trial by jury, then the trial will be to the Court. There is no right to a jury trial for traffic infractions including photo red light and parking violations.

At trial, you have the right to be presumed innocent. You do not have to prove anything. To convict you of the municipal ordinance violation charged, the City Attorney, Police Officer, or the complaining witness prosecuting the case would have to prove beyond a reasonable

doubt that you in fact committed the municipal ordinance violation charged. The burden of proof for traffic infractions which are civil offenses is by a preponderance of the evidence.

At trial, you or your lawyer have the right to cross-examine or question the witnesses that are against you. You have the right to testify or not testify. You have the right to present evidence on your own behalf. You have the right to subpoena or force witnesses to appear and testify for you. You have the right to appeal to higher Court any decision made at trial.

If you want the Court to subpoena witnesses into court for a trial or hearing, you must provide the names and addresses of witnesses to be subpoenaed no later than fourteen (14) working days prior to the trial or hearing date.

If you wish to present physical evidence in the form of documents or photographs, you must produce copies for the Court. Photographs saved in cell

phones, ipads or other electronic devices will not be considered.

### [SPEEDY TRIAL](#)

The legislative right to a speedy trial contemplates a ninety (90) day period. Any continuance granted at the Defendant’s request automatically begins a new ninety (90) day period. If the Defendant fails to appear, the Defendant has waived the right to a speedy trial within the original ninety (90) day period and a new ninety (90) day period begins when the Defendant is arrested or comes in and a new trial date is scheduled. Any continuance granted at the Police Officer/Complaining Witness’ request requires the trial to be rescheduled within the ninety (90) day period, unless the Defendant specifically and expressly has no objections to the continuance.

### [CONTINUANCES](#)

Any request for continuance requires the Municipal Court Judge’s approval. You **must** appear in person. NO continuances will be granted over the phone.