

# Office of Administrative Courts

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www.colorado.gov/dpa/oac

## Security Request Form

Today's Date: \_\_\_\_\_ Case No: \_\_\_\_\_  
Date of Hearing: \_\_\_\_\_ Time: \_\_\_\_\_ Judge: \_\_\_\_\_  
Requesting Party Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Person of Concern: \_\_\_\_\_ D.O.B. (If Known): \_\_\_\_\_  
Known Criminal History?:      Yes      No

Briefly Describe the Reason for the Request:

Verbal Threats?:      Yes      No      To Whom?: \_\_\_\_\_  
How Made?:      Phone      In Person      Date: \_\_\_\_\_  
Written Threats?:      Yes      No      To Whom?: \_\_\_\_\_  
Date: \_\_\_\_\_

**The Office of Administrative Courts will make every effort to provide additional security when requested. In order to better serve our customers, the OAC requests that this form be completed and sent back to our office at least 10 working days prior to the scheduled court hearing. Please make every effort to include as much background information as possible and include any attachments that may be required, such as letters received, recorded phone conversation, etc.**

**A security representative from the OAC will make contact with the contact person listed above to gather additional information. If you should have any questions or additional concerns, please contact the security desk at (303) 866-5878**