

# **Please read these 3 pages in their entirety regarding your Court Ordered Classes**

## **GUIDELINES FOR COURT ORDERED CLASSES**

- It is suggested that you register for your class 3 days after your initial Court appearance to ensure a spot in the class and that it is completed by your due date.
- Classes must be performed at one of the listed organizations. Any classes performed at an organization that is not listed, **will not be accepted** as complying with the Court's Order.

## **FAILURE TO COMPLETE CLASS BY DUE DATE**

**FAILURE TO COMPLY WITH THE COURT ORDER MAY RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST.**

## **RETURNING CERTIFICATE OF COMPLETION**

- Email - send in PDF format only to [lindal@louisvilleco.gov](mailto:lindal@louisvilleco.gov)
- **DO NOT send a picture** of your certificate.
- **DO NOT** send a link to where it can be found.
- Mail or drop off in person at 992 W Via Appia Way, Louisville, CO 80027.

# Louisville Municipal Court Class Information

## CLASS REGISTRATION

- Register within 3 days of your first court appearance
- Register for the Class ordered by the Judge or Prosecutor
- On-Line classes are valid if offered by the organization

## CLASS COMPLETION

- Upon completion of your class you will receive a certificate.
- The certificate must be received by the Court no later than 9:00 AM on your due date.
- **EMAIL CERTIFICATE**
  - Email a PDF (not a photo) of the certificate to [lindal@louisvilleco.gov](mailto:lindal@louisvilleco.gov)
  - **DO NOT** send a photo of the certificate
  - **DO NOT** send a link to where the certificate can be found.
- **IN PERSON or U.S. Mail**
  - You may drop off the certificate in person during regular office hours.  
Louisville Municipal Court  
992 Via Appia Way  
Louisville CO 80027  
Mon – Thurs 8:30 AM – 12:00 PM & 1:00 PM 4:00 PM

## FAILURE TO COMPLETE CLASS BY DUE DATE

- If the class is **not completed** by your due date, you **MUST APPEAR** in the Louisville Municipal Court on the Due Date given to you by the Judge.
- Failure to complete the class or appear in Court on your due date may result in you being ordered back to Court or a warrant for your arrest.
- You **MUST APPEAR** in Court on your review/due date to ask the Judge for an extension/continuance.
- **NO CONTINUANCES/extensions** will be given over the phone.
- **NO CONTINUANCES/extensions** will be given by email.

Please go to the one of the websites listed below to register for the class you were ordered to take.

Payment for the class is due when registering.

All classes may be taken on-line, if offered.

ISAE AND CIMA offer driving, theft, drug/alcohol, animal, better choices classes. You can review their class schedules on their websites to determine which company suits your schedule.

**ISAE** [www.ISAOnline.com](http://www.ISAOnline.com) or call 303-433-1900

**CIMA** [www.cimaeducation.com](http://www.cimaeducation.com) or call 303-455-1285

**Alive @ 25** <https://aliveat25.us/co/find-a-course>

The "Defensive Driving" 4 hour class is offered on-line and may be taken in lieu of Alive @ 25

**AARP** - <https://campaigns.aarp.org/> or call 1-800-350-7025

**iThrive/iWise** <https://alternativesforyouth.net/programs>