



Writ Requests for External Jurisdictions

Submit writ requests for other jurisdictions to DSDwritrequests@denvergov.org (not monitored after 2 p.m. on weekdays, over weekends, or on holidays). Writs need to be submitted at least two (2) weeks before the hearing and must be accompanied by a court order signed by a judge. Before submitting your request, please verify the following on the [sheriff department website](#):

- The person in question is in our custody.
- The date on the writ does not conflict with the offender's Denver court date.
- The inmate's status regarding a U.S. Marshal hold.

Writs are scheduled for 30-minute windows. Please inform us if a hearing is anticipated to last longer than 30 minutes (maximum time at one (1) hour), so we can ensure proper scheduling. If the matter is not called within 15 minutes after logging in, the court date will need to be rescheduled.

If the requested inmate is on a U.S. Marshal hold only, we cannot honor writ requests without prior authorization from the U.S. Marshals Service. When sending the request for a writ, you must include the Ten Point Letter and Approval Authorization as required by the U.S. Marshal Service, otherwise the request will be automatically denied.

Denver County Jail (COJL) Hearings

10500 E. Smith Road, Denver, CO 80239

Monday - Wednesday: 8:00 a.m. - 3:00 p.m.

Thursday: 8:00 a.m., 12:30 p.m. - 3:00 p.m.

Counsel may arrange a phone call prior to COJL hearings by emailing DSDwritrequests@denvergov.org.

Downtown Detention Center (DDC) Hearings

490 W. Colfax Ave., Denver, CO 80204

If the date requested on your writ cannot be honored, the court board desk will contact you the business day prior to the requested date – they work one (1) day in advance.

As of November 1, 2021, out-of-jurisdiction writs will only be heard on Tuesdays and Wednesdays at the Downtown Detention Center (DDC). We have four (4) spots available in the morning and six (6) in the afternoon, 4:00 p.m. being the last spot. The rooms used for court at the DDC are shared, which may cause a delay in scheduling. Virtual writs *will not* be heard on Mondays, Thursdays, or Fridays. We apologize for any inconvenience this may cause – you may also day writ inmates for in-person appearances.

Denver Sheriff Department
P.O. Box 1108
Denver, CO 80201
720-661-4407