



Guide to County Civil Lawsuits

Money Demands up to \$25,000

Step-by-Step

① Start the Case (plaintiff)



Complete these forms. The Court Clerk will schedule a Return Date when you file:

- [Form 1] Summons (signed by Clerk)
- [Form 2] Complaint
- [Form 3] Answer (just do the caption)

Pay the filing fee or submit a fee waiver.

② Personal Service (plaintiff)



Provide copies of all Step 1 forms to the local Sheriff or a process server, along with:

- [JDF 98] Affidavit of Service (just do §§ 1-4)

The process server completes service, finishes the form, and returns it to you. Then, file with the Court.

Service must be completed at least seven days before the return date.

③ Answer (defendant)



File your response on or before the Return Date.

- [Form 3] Answer

Pay the filing fee or submit a fee waiver. Mail a copy of your Answer to the Plaintiff.

④ Return Date & Beyond (both parties)



The parties may meet and try to resolve the matter by the Return Date. If no agreement, the Court will schedule the case for trial.

If parties agree to terms, file:

- [JDF 75] Stipulated Agreement
- [JDF 106 B] Order (just do §§ A-C)

If there is **no agreement**:

- The case may be scheduled for mediation or a formal trial.
- Read the Case Management Order for next steps.

⑤ Judgment & Collection (either party)



If a party wins the case, the court will issue a Judgment. That party can then try to collect any money awarded.

- [JDF 107 A] Motion for Entry of Judgment
- [JDF 107 B] Judgment Order (just do §§ A-C)

Then read:

- [JDF 82] Guide to Collecting a Judgment

More Information

Find Forms

Forms can be found on the Court's website:

[\[www.ColoradoJudicial.gov\]](http://www.ColoradoJudicial.gov)

Where to File

- File at the courthouse in the county where the Defendant lives; Or
- File where the transaction at issue in the lawsuit occurred.

Filing Fees

The base filing fee depends on the lawsuit amount:

Claim Amount	To Start the Case	To Respond
Less than \$1,000		
\$1,000 up to \$14,999.99		
\$15,000 up to \$25,000		

- Add _____ to respond and bring a countersuit.
- Add _____ to request a Jury Trial.

For a full list of fees and information on fee waivers, visit [\[www.coloradojudicial.gov/self-help/list-fees\]](http://www.coloradojudicial.gov/self-help/list-fees).

Attorney Required?

Individuals can represent themselves in court or hire an attorney.

Entities, such as closely held businesses, LLCs, corporations, limited partnerships, etc., must have an attorney. See C.R.S. § 13-1-127 for exceptions.

Default

Someone defaults in the case when:

- a) The Defendant doesn't file an Answer;
- b) The Plaintiff doesn't file a Reply (JDF 74) if the Defendant makes Counterclaims;
- c) Or, a Party doesn't attend a Court event.

If someone defaults, the claimant can ask the court to enter judgment automatically. See [\[Step 5\]](#).

Disability Accommodations

Contact the local court's ADA coordinator for reasonable accommodations:

[\[www.coloradojudicial.gov/ada-coordinators\]](http://www.coloradojudicial.gov/ada-coordinators).

My Notes

- §§ means "sections"