

Small Claims Court _____ County, Colorado Court Address: _____ <hr/> <b>PLAINTIFF(S):</b> _____ Address: _____ City/State/Zip: _____ Phone: Home _____ Work _____ v. <b>DEFENDANT(S):</b> _____ Address: _____ City/State/Zip: _____ Phone: Home _____ Work _____	
▲ <b>COURT USE ONLY</b> ▲	▲ <b>COURT USE ONLY</b> ▲
Attorney or Party Without Attorney (Name and Address): _____  Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg. #: _____	Case Number: _____  Division _____ Courtroom _____
<b>NOTICE OF REPRESENTATION BY ATTORNEY</b>	

**TO THE COURT AND TO THE PLAINTIFF(S) NAMED ABOVE:**

**Please take notice** that Defendant(s) \_\_\_\_\_, will be represented by: \_\_\_\_\_, an attorney at the trial of the above-captioned matter. Plaintiff(s) may now be represented by an attorney if Plaintiff(s) wishes. **However, it is not required that Plaintiff(s) be represented by an attorney.**

**Please further take notice** that this Notice of Representation by Attorney must be filed with the court at least seven days **prior** to the first scheduled trial date in this matter. If not filed at least seven days **prior** to the first scheduled trial date, the Court shall strike this notice and neither party may be represented by an attorney at the trial.

NOTE: Defendant(s) must make payment of the filing fee required for defendant's answer (and counterclaim, if any is anticipated) at the time of the filing of the Notice of Representation by Attorney.

- By checking this box, I am acknowledging I am filling in the blanks and not changing anything else on the form.
- By checking this box, I am acknowledging that I have made a change to the original content of this form.

Defendant's Signature	Date	Attorney's Signature	Date
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**CERTIFICATE OF MAILING**

I hereby certify on (date) \_\_\_\_\_ the original of this document was filed with the Court; and a true and accurate copy of the NOTICE OF REPRESENTATION BY ATTORNEY was served on the Plaintiff(s), by placing it in the United States Mail, postage pre-paid at the address(es) listed above.

Dated: \_\_\_\_\_  
\_\_\_\_\_  
Defendant/Attorney