

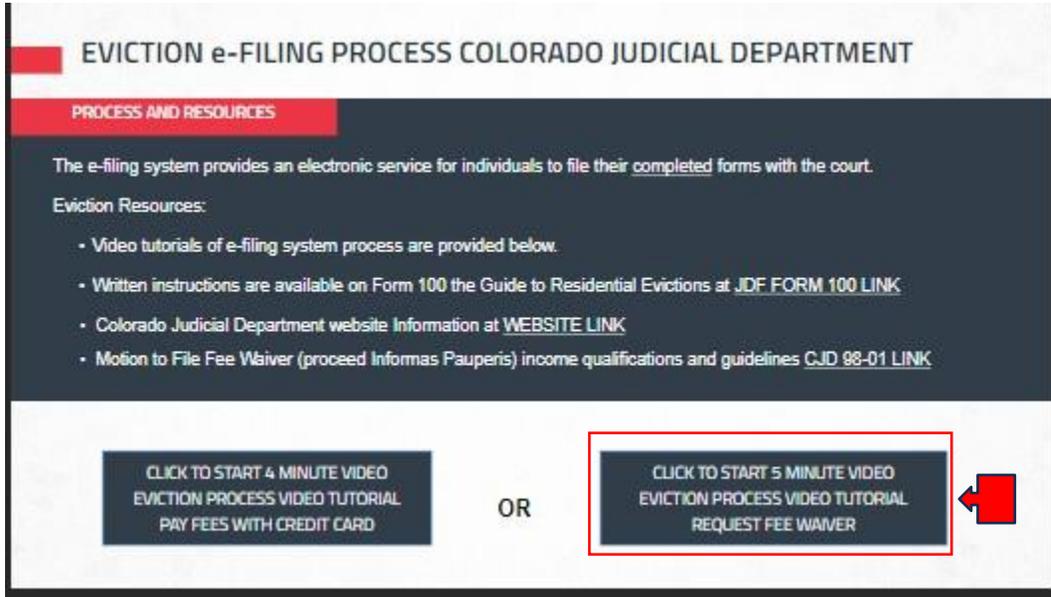
## EVICTON E-FILING PROCESS If Requesting a Fee Waiver

Fee Waiver forms & instructions: [https://www.courts.state.co.us/Forms/Forms\\_List.cfm?Form\\_Type\\_ID=176](https://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=176)



If your case is in Denver County only – <https://www.denvercountycourt.org/eviction-cases-fed/>

For all other counties in Colorado select the video **EVICTON PROCESS REQUEST A FEE WAIVER** ← 



**EVICTON e-FILING PROCESS COLORADO JUDICIAL DEPARTMENT**

**PROCESS AND RESOURCES**

The e-filing system provides an electronic service for individuals to file their completed forms with the court.

Eviction Resources:

- Video tutorials of e-filing system process are provided below.
- Written instructions are available on Form 100 the Guide to Residential Evictions at [JDF FORM 100 LINK](#)
- Colorado Judicial Department website Information at [WEBSITE LINK](#)
- Motion to File Fee Waiver (proceed Informas Pauperis) income qualifications and guidelines [CJD 98-01 LINK](#)

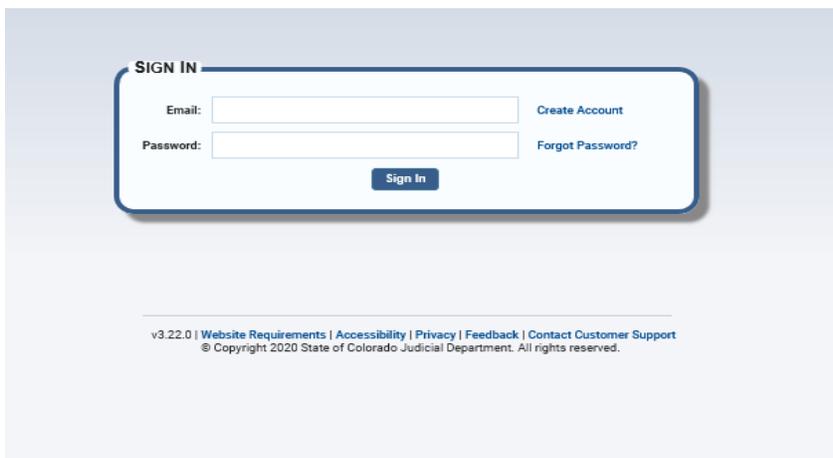
CLICK TO START 4 MINUTE VIDEO  
EVICTON PROCESS VIDEO TUTORIAL  
PAY FEES WITH CREDIT CARD

OR

CLICK TO START 5 MINUTE VIDEO  
EVICTON PROCESS VIDEO TUTORIAL  
REQUEST FEE WAIVER

Here's the link to create a Colorado Courts E-Filing Account (CCE) or log-in to your existing CCE account.

<https://www.jbits.courts.state.co.us/efiling/web/login.htm>



**SIGN IN**

Email:  [Create Account](#)

Password:  [Forgot Password?](#)

v3.22.0 | [Website Requirements](#) | [Accessibility](#) | [Privacy](#) | [Feedback](#) | [Contact Customer Support](#)  
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Click on Filing then File into Existing Eviction **OR** File into Existing Eviction

MY CASES

[File a New Case](#) [+ File into Existing Case](#) [+ File into Existing Eviction](#)

Case Number	Case Caption	
<a href="#">2023C030026</a>	Alpha Bank v. Test, Dawn	<a href="#">File</a>
<a href="#">2023C030024</a>	Alpha Bank v. Test, Dawn	<a href="#">File</a>
<a href="#">2023C030025</a>	Alpha Bank v. Test, Dawn	<a href="#">File</a>
<a href="#">2023C030023</a>	Alpha Bank v. Prose, Dawn	<a href="#">File</a>
<a href="#">2021DR030024</a>	Party, Prose and Test, Respondent	<a href="#">File</a>

[More >](#)

If you agree to all 4 statements – click on **I AGREE** to continue.

FILE INTO EXISTING EVICTION CASE

By clicking the I AGREE button below to search eviction cases, I swear and affirm as follows:

1. I have been served with an Eviction Complaint and Affidavit;
2. I am pro se (that is, I am not represented by an attorney);
3. I wish to access the Colorado Courts E-Filing ("CCE") system for the purpose of filing an answer, motion, or other documents in the eviction action in which I was served; and
4. I understand eviction records are automatically suppressed pursuant to C.R.S. § 13-40-110.5, and if I access eviction records in the CCE system for any purpose other than e-filing and/or e-servicing in the eviction action in which I was served, CCE may terminate my CCE account and access pursuant to the Colorado Courts E-Filing User Agreement.

[CANCEL](#) [I AGREE](#)

If you know your case number – select the court location and enter your case number.

If you don't know your case number – 1) enter the county and your name EXACTLY like it is on the Complaint that you received. Multiple cases may appear. 2) If you're not sure which one to choose –look for the one with the  parties listed EXACTLY like what is on your complaint and the same Filing Date. Click on the case to confirm it's the right one. 3) Once you have the right one – click on File 

If you do not know your case number, enter your name as it appears on the complaint. Then click the search icon.

Search by case number  Search by party name

Court Location \*  
El Paso County

First Name  
Dawn

Last Name  
Prose

Case Number Case Caption Filing Date Case Status

2023C030023	 <a href="#">Alpha Bank v. Prose, Dawn</a>	11/28/2023	Open	 <a href="#">File</a>
2023C030027	<a href="#">Alpha Bank v. Prose, Dawn</a>	11/30/2023	Open	<a href="#">File</a>
2023C030019	<a href="#">Alpha Corporation v. Prose, Dawn</a>	07/12/2023	Open	<a href="#">File</a>

[CANCEL](#)

This information will be on your Complaint.

Plaintiffs: <b>Alpha Bank</b>	
v.	
Defendants: <b>Dawn Prose</b>	
<input type="checkbox"/> Any and all other occupants	

You will need to “Opt in” to your case by agreeing to the conditions. This information will automatically be entered into CCE. No separate form is required.

### File into Existing Case

Court Location: El Paso County | Case Number: 2023C030027

Opt-In As Case Participant For:  
Forcible Entry and Detainer Case - El Paso County, 2023C030027 [Alpha Bank v. Prose, Dawn](#)

The Colorado Courts E-Filing system allows parties of record to file, serve, receive, and view documents electronically in the above-captioned case.

By opting into this case, I understand and agree to the following conditions.

1. I am a party in this case;
2. I will receive documents electronically and not by US Mail; and
3. If I retain an attorney, my attorney will file and receive all documents.

[CANCEL](#) [I AGREE](#)

### Before You Start

- You must be a party to the case. If you are not, the court will reject your filing and any US Mail fees assessed are not refundable.
- Need Help? Instructions, forms, flowcharts, and filing fee information can be found at the [Colorado Judicial Website](#).
- Complete and save your forms first. You must complete and save your documents in order to include them later in the process for filing your case.

You can view your “Opt In” document by clicking on the link next to *Notice of Electronic Filing Opt In*.

You will upload your Answer and your Fee Waiver form (JDF 205 or JDF 209) and any other documents here.

File into Existing County Civil Case - El Paso County, 2023C030027 [Alpha Bank v. Prose, Dawn](#)

Instructions: This is where you will drop or browse from your computer to attach the documents you completed and saved earlier for filing your case.

 Notice of Electronic Filing Opt-In <a href="#">View Original</a>   <a href="#">View PDF</a>	Document Title Notice of Electronic Filing Opt In	
 Answer <a href="#">View Original</a>   <a href="#">View PDF</a>	Document Title Answer	<input type="text" value="Drop files to attach, or browse"/>
 Motion to Proceed in Forma Pauperis <a href="#">View Original</a>   <a href="#">View PDF</a>	Document Title Motion to Proceed in Forma Pauperis	<input type="text" value="Drop files to attach, or browse"/>
 Filing Other <a href="#">View Original</a>   <a href="#">View PDF</a>	Document Title Filing Other	<input type="text" value="Drop files to attach, or browse"/>

Select Another Document to File  
Filing Other [+ ADD DOCUMENT](#)

Total Upload: 0.78 MB of 500 MB limit  
Max Document Size: 25 MB

[Need Help?](#) Instructions, forms, flowcharts, and filing fee information can be found at the [Colorado Judicial Website](#)

[SAVE AND CLOSE](#) [CANCEL FILING](#) [CONTINUE](#)

Be sure and follow these requirements.

<p><b>Case Caption MUST be completed on EVERY court form.</b></p> <p>JDF 103 <b>Eviction Answer &amp; Defenses</b> (Residential Tenant)</p> <p>1. <b>Court:</b> <input type="checkbox"/> District <input type="checkbox"/> County Colorado County _____ Mailing Address: _____</p> <p>2. <b>Parties to the Case:</b> Landlord _____ (Also called the Plaintiff) v. Tenant _____ (Also called the Defendant) <small>This box is for court use only.</small></p> <p>3. <b>Filed by:</b> Name: _____ Mailing Address: _____ City _____ St _____ Zip _____ Phone _____ Email _____</p> <p>4. <b>Case Details:</b> Number: _____ Division: _____ Courtroom: _____</p>	<p><b>If a Certificate of Service is required – it MUST be completed.</b></p> <p><b>Certificate of Service</b></p> <p>I certify that on (enter date) _____, I gave a copy of this document to the other parties by: (select at least one)</p> <p><input type="checkbox"/> Colorado Courts E-Filing <a href="http://www.bhcs.courts.state.co.us/efiling">www.bhcs.courts.state.co.us/efiling</a> (only for lawyers until 1/1/2024)</p> <p><input type="checkbox"/> Email or Fax to: _____</p> <p><input type="checkbox"/> Regular Mail, addressed to: (name, full address) <input type="checkbox"/> Hand Delivery, to: (name, place)</p> <p>1) _____ 2) _____</p>	<p><b>Sign <u>everywhere</u> a signature is required.</b></p> <p>I declare under penalty of perjury under the law of Colorado that the foregoing is true and correct.</p> <p>Executed on the _____ day of _____, _____ at _____ (date) (month) (year)</p> <p>_____ (city or other location, _____ and state or country)</p> <p>Print Your Name: _____ Your Signature: _____</p>
<p><b>BEFORE YOU UPLOAD DOCUMENTS</b></p> <ul style="list-style-type: none"><li>• Complete all sections of the case caption(s).</li><li>• If a Certificate of Service is required, complete all sections.</li><li>• Sign your documents by using a scan of your handwritten signature or typing /S followed by your name. Example: /S John Hancock</li><li>• The court will reject incomplete documents and any US Mail fees assessed are non-refundable.</li></ul> <p style="text-align: right;"><input type="button" value="OK"/></p>		

If the other party has a CCE (e-filing) account, they will be served electronically. If the other party does not have a CCE account, you have the option to 1) Serve them yourself. Do not check the box. Or 2) have the CCE system do it for you by USPS. Check the box. The postage fees for this process are not waivable. You will have to pay for them if you choose CCE to serve the other party by the US Postal Service. Do not check the US Mail Recipient box if you are going to Serve the other party.

Information on Service can be found [here](#).

[https://www.courts.state.co.us/Self\\_Help/serviceofprocess.cfm?Subcategory\\_ID=2](https://www.courts.state.co.us/Self_Help/serviceofprocess.cfm?Subcategory_ID=2)

**File into Existing County Civil Case - El Paso County, 2023C030046 [Alpha Bank v. Test, Dawn](#)**

You are required to provide copies of your documents to all case parties. Parties under the E-Service Recipients section will receive your documents electronically. You can choose to send your documents to any parties listed under US Mail Recipients via the Colorado Courts E-Filing system, and if you do, additional fees will apply. You also have the choice to mail your documents to those parties yourself.

**E-Service Recipients**

<input checked="" type="checkbox"/> Name	Type	Attorney	Organization
<input checked="" type="checkbox"/> Party Suppressed	Plaintiff	DAVID A GILBERT	Handeland Law Firm

**U.S. Mail Recipients (Optional/Additional Fees Apply)**

<input type="checkbox"/> Name	Type	Attorney	Address
No U.S. Mail recipients available.			

**Need Help?** Instructions, forms, flowcharts, and filing fee information can be found at the [Colorado Judicial Website](#)

Take a few minutes to review your documents by clicking on each link to make sure everything is complete. Once that's done – click on Submit Filing. The fees are pending a Fee Waiver request *approval or denial* from the court.

[UPLOAD DOCUMENTS](#)      [SERVICE](#)      [PAY & SUBMIT](#)

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**File into Existing County Civil Case - El Paso County, 2023C030027 [Alpha Bank v. Prose, Dawn](#)**

Review your filing information on this page and verify you uploaded the correct **documents**. If you need to make changes, click the corresponding *Edit* button. When done, click *Submit Filing*.

**Documents**      [Edit](#)

<a href="#">Notice of Electronic Filing Opt-In</a>	Notice of Electronic Filing Opt-In
<a href="#">Answer</a>	Answer
<a href="#">Motion to Proceed in Forma Pauperis</a>	Motion to Proceed in Forma Pauperis
<a href="#">Filing Other</a>	Filing Other

**Service**      [Edit](#)

Party	Type	Status	Attorney	Organization	Method
Alpha Bank	Plaintiff	Active	David A Gilbert	Handeland Law Firm	E-Service

**Purchase Details**

Statutory Filing Fees: \$0.00\*  
 E-Filing Fees: \$0.00  
 Service Fees: \$0.00  
**Total Fees: \$0.00**

\*These fees are pending a fee waiver request submitted to the court.

**Need Help?** Instructions, forms, flowcharts, and filing fee information can be found at the [Colorado Judicial Website](#).

[SAVE AND CLOSE](#)      [CANCEL FILING](#)      [SUBMIT FILING](#)

You will receive a notice telling you your filing has been submitted to the court.

**Your filing has been submitted to the court and is not considered final until the court accepts it. Allow at least two business days for the court to review your filing. If you are opting into a case, you will not be able to see your case online until the court accepts your opt-in form.**

**Filing Information:**

Filing ID: 1F46F60F4FB30  
 Court Location: El Paso County  
 Case Number: 2023C030046  
 Case Caption: Alpha Bank v. Test, Dawn  
 Authorized Date: 12/14/2023 10:14 AM  
 Submitted By: Pro Se Handeland

**Filing Party(ies):**

Party	Type	Status
Party Suppressed		

**Documents:**

Document ID	Document	Title	Statutory Fee	Security
07448C93C4793	<a href="#">Notice of Electronic Filing Opt-In</a>	Notice of Electronic Filing Opt-in	\$0.00	Public
6056EBDF82AA8	<a href="#">Answer</a>	Answer	\$80.00	Public
18C99E6C590A7	<a href="#">Motion to Waive Fees (Proceed in Forma Pauperis)</a>	Motion to Waive Fees (Proceed in Forma Pauperis)	\$0.00	Sealed

**Service:**

Party	Attorney	Organization	Method
Party Suppressed	David A Gilbert	Handeland Law Firm	E-Service

**Billing Information:**

A fee waiver has been submitted for court approval.

**What's next after submission:**

- Your filing has been submitted to the court, once a clerk reviews it you will be notified.
- You will need to complete service on all parties.