

RULE CHANGE 2025(03)

COLORADO RULES OF CIVIL PROCEDURE
Chapter 25 Colorado Rules of County Court Civil Procedure

Rule 304 and 311

Rule 304. Service of Process

(a) [NO CHANGE]

(b)(1) [NO CHANGE]

(2) *Initial Process in Forcible Entry and Detainer Cases.* Plaintiff shall serve the following on the defendant at least seven days before the return date: (1) completed Form JDF 102: Eviction Summons; (2) completed Form JDF 101: Eviction Complaint (for residential tenancies) or Form JDF 141: Eviction Complaint (for mobile home tenancies); (3) a blank copy of Form JDF 103: Eviction Answer (for residential tenancies), Form JDF 143: Eviction Answer (for mobile home tenancies), or CRCCP Form 3 (for all other FED cases); and (4) a blank copy of Form JDF 108: Request for Documents in Eviction Cases. Plaintiff may use, and the court shall accept, documents filed or served on different forms if those forms meet all of the requirements of section 13-40-110, C.R.S., [section 13-40-111, C.R.S.](#), and any other applicable statutes.

(c) – (k) [NO CHANGE]

COMMENT [NO CHANGE]

Rule 311. Signing of Pleadings

(a) [NO CHANGE]

(b) Limited Legal Services. An attorney may provide limited legal services to a self-represented party involved in a civil proceeding in accordance with Colo. R.P.C. 1.2(c) and the following provisions.

(1) [NO CHANGE]

(2) Limited Legal Services Requiring Disclosure of Attorney Assistance without Entry of Appearance. An attorney may provide drafting assistance to a self-represented party involved in a civil proceeding without filing a notice of limited appearance. Documents filed by the self-represented party that were prepared with the drafting assistance of the attorney must include the attorney's name, address, telephone number, e-mail address, and Colorado Bar registration number. The attorney must provide a signed attorney disclosure certification to the self-represented party for the self-represented party to file with the court as an attachment to the document(s). The certification must indicate whether the attorney provided drafting assistance for the entire document or for specific sections only, and if for specific sections, indicate which sections. The certification also must contain the following statement: "In helping to draft the document filed by the self-represented party, the attorney certifies that, to the best of the attorney's knowledge, information, and belief, this document, or specified section(s), is (A) well-grounded in fact based upon a reasonable inquiry of the self-represented party by the attorney, (B) warranted by existing law or a good faith argument for the extension, modification, or reversal of existing law, and (C) not interposed for any improper purpose, such as to harass or to cause unnecessary delay or needless increase in the cost of litigation." The attorney in providing such drafting assistance may rely on the self-represented party's representation of facts, unless the attorney has reason to believe that such representations are false or materially insufficient, in which instance the attorney must make an independent reasonable inquiry into the facts. The attorney's violation of this subsection (be)(2) may subject the attorney to the sanctions provided for in C.R.C.P. 11(a). Providing limited legal services to a self-represented party under this subsection (be)(2) does not constitute an entry of appearance by the attorney for purposes of this rule and does not authorize or require the service of papers upon the attorney.

(3) [NO CHANGE]

Rule 304. Service of Process

(a) [NO CHANGE]

(b)(1) [NO CHANGE]

(2) *Initial Process in Forcible Entry and Detainer Cases.* Plaintiff shall serve the following on the defendant at least seven days before the return date: (1) completed Form JDF 102: Eviction Summons; (2) completed Form JDF 101: Eviction Complaint (for residential tenancies) or Form JDF 141: Eviction Complaint (for mobile home tenancies); (3) a blank copy of Form JDF 103: Eviction Answer (for residential tenancies), Form JDF 143: Eviction Answer (for mobile home tenancies), or CRCCP Form 3 (for all other FED cases); and (4) a blank copy of Form JDF 108: Request for Documents in Eviction Cases. Plaintiff may use, and the court shall accept, documents filed or served on different forms if those forms meet all of the requirements of section 13-40-110, C.R.S., section 13-40-111, C.R.S., and any other applicable statutes.

(c) – (k) [NO CHANGE]

COMMENT [NO CHANGE]

Rule 311. Signing of Pleadings

(a) [NO CHANGE]

(b) Limited Legal Services. An attorney may provide limited legal services to a self-represented party involved in a civil proceeding in accordance with Colo. R.P.C. 1.2(c) and the following provisions.

(1) [NO CHANGE]

(2) Limited Legal Services Requiring Disclosure of Attorney Assistance without Entry of Appearance. An attorney may provide drafting assistance to a self-represented party involved in a civil proceeding without filing a notice of limited appearance. Documents filed by the self-represented party that were prepared with the drafting assistance of the attorney must include the attorney's name, address, telephone number, e-mail address, and Colorado Bar registration number. The attorney must provide a signed attorney disclosure certification to the self-represented party for the self-represented party to file with the court as an attachment to the document(s). The certification must indicate whether the attorney provided drafting assistance for the entire document or for specific sections only, and if for specific sections, indicate which sections. The certification also must contain the following statement: "In helping to draft the document filed by the self-represented party, the attorney certifies that, to the best of the attorney's knowledge, information, and belief, this document, or specified section(s), is (A) well-grounded in fact based upon a reasonable inquiry of the self-represented party by the attorney, (B) warranted by existing law or a good faith argument for the extension, modification, or reversal of existing law, and (C) not interposed for any improper purpose, such as to harass or to cause unnecessary delay or needless increase in the cost of litigation." The attorney in providing such drafting assistance may rely on the self-represented party's representation of facts, unless the attorney has reason to believe that such representations are false or materially insufficient, in which instance the attorney must make an independent reasonable inquiry into the facts. The attorney's violation of this subsection (b)(2) may subject the attorney to the sanctions provided for in C.R.C.P. 11(a). Providing limited legal services to a self-represented party under this subsection (b)(2) does not constitute an entry of appearance by the attorney for purposes of this rule and does not authorize or require the service of papers upon the attorney.

(3) [NO CHANGE]

**Amended and Adopted by the Court, En Banc, January 16, 2025, effective immediately.
Justice Boatright did not participate in the decision to amend C.R.C.P. 304.**

By the Court:

**Richard L. Gabriel
Justice, Colorado Supreme Court**