

## How To Amend a Court Document

If you have already submitted a document to the court, and you need to amend (change) that document, please review the instructions below for how to do so.....

1) Write “Amended” in the title. Below are some examples:

“Amended Sworn Financial Statement”

“Amended Property and Financial Agreement”

2) Review each page of the document and make any corrections as needed. You will need to submit **all pages of the amended document**, not just the pages you made changes to.

3) An amended document is considered a brand-new document. For that reason, it must be re-signed and re-dated by the filing party or parties.

4) The Certificate of Service (if applicable) must be completed again to include the new date of service upon the other party or parties in the case. (see sample certificate of service below)

### **Certificate of Service**

I certify that on *(enter date)* \_\_\_\_\_, a copy of this document was sent to the other parties by: *(select at least one)*

- ☐ Colorado Courts E-Filing. [www.jbits.courts.state.co.us/efiling](http://www.jbits.courts.state.co.us/efiling)
- ☐ Regular Mail, addressed to: *(name, full address)*      ☐ Hand Delivery, to: *(name, place)*
- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- ☐ Other: *(explain)* \_\_\_\_\_

As always, the document must be complete including the case caption: court address, party names, case number, and filing party contact information.

**If the above steps are not followed, the court may not accept the amended document for filing.**