JEFFERSON COUNTY EVICTIONS INSTRUCTIONS FOR PARTIES WITHOUT ATTORNEYS

ON THE DATE AND TIME LISTED ON THE SUMMONS PARTIES MAY APPEAR IN PERSON, BY PHONE OR BY VIDEO

TENANTS:

- Division H requires that all unrepresented parties in eviction cases go through mediation.
 Mediation instructions are attached. A mediator will be available to help you and your landlord reach an agreement. The mediator is free.
- 2. You can mediate prior to the date and time indicated on your summons.
- 3. If you have not mediated with a court mediator prior to your first court date, you must appear on the return date and time indicated on your summons or file an answer on or prior to that date.
- **4.** If you mediated but failed to reach a stipulation, you can dispute your eviction by filing an answer by the end of the day on the return date indicated on your summons. **Failure to file** an **answer will result in a default eviction against you.**
- 5. If you choose to appear by phone or by video, you must use the following contact information:

Video: https://judicial.webex.com/meet/Sara.Garrido

Phone: 1(415) 655-0001 Access code: 925 269 060# 6. You may file an answer:

- a. In person: by coming to the Jefferson County Courthouse Clerk office, first floor, civil window and completing the answer form.
- b. By Mail: the mailed answer must arrive to the Court on or before the return date indicated on the summons. The mailing address is: 100 Jefferson County Parkway, Golden, CO 80401.
- c. E-filing: Please check the court's website for updated instructions on e-filing.
- 7. If you have any questions about how to file your answer you can call the main Clerk's office at (720) 772-2560.
- 8. After you file an answer the clerk will contact you to schedule the eviction trial.
- 9. If you don't file an answer or reach an agreement, a default eviction may enter against you.

FOR MORE INFORMATION, VISIT THE COURT'S WEBSITE AT: www.coloradojudicial.gov. If you need assistance, you may visit the Court Resource Center located on the second floor of the courthouse or contact them at 720-772-2501 or o15elfHelp@judicial.state.co.us.

For frequently asked questions you can email 01evictions@judicial.state.co.us or call 720-772-2455. If you need an interpreter, you will need to inform the Court when you file your complaint or answer.

LANDLORDS:

- Division H requires that all unrepresented parties in eviction cases go through mediation.
 Mediation instructions are attached. A mediator will be available to help you and your tenant reach an agreement. The mediator is free.
- 2. You can mediate prior to the date and time indicated on your summons.
- 3. If you have not mediated with a court mediator prior to your first court date, you must appear on the return date and time indicated on your summons. You may appear in person, by video or by phone.
- 4. If you choose to appear by phone or by video, you must use the following contact information:

Video: https://judicial.webex.com/meet/Sara.Garrido

Phone: 1(415) 655-0001 Access code: 925 269 060#

- 5. If the tenant files an answer, the clerk will contact you to schedule the eviction trial. The trial will be scheduled within 7 to 10 days from the summons return date.
- 6. If the tenant does not file an answer you can talk to the judge to ask for the judgment for possession (eviction). If you do not appear in person, you must file a motion for default judgment for possession along with proof of service.
- 7. You can file a motion for judgment for possession in the following ways:
 - a. In person: by coming to the Jefferson County Courthouse Clerk office, first floor, civil window.
 - b. By Mail: the mailing address is 100 Jefferson County Parkway, Golden, CO 80401.
 - c. E-filing: Please check the court website for updated instructions on e-filing.

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MEDIATION INSTRUCTIONS

Division H now offers parties the opportunity to resolve their eviction cases early through mediation conducted virtually. **Please, schedule meditation prior to your first court date**. Alternatively, you will be asked to mediate on your first court date.

Mediation helps landlords and tenants reach an agreement outside of court, saving time, legal expenses, and stress. Mediation allows the parties to resolve their disputes without stepping foot in the courtroom.

- Get started today by using one of the following methods:
- Scan the QR code



- o Text the word "Jeffco" to 234-235-3835
- o Visit https://bit.ly/lhjeffco

If you do not mediate prior to your hearing, you will be asked to mediate on your first court date. If you reach a resolution you may not need to come to court for your hearing. Please note other opportunities to mediate throughout the state.

- The Mediation Association of Colorado: coloradomediation.org
- Office of Dispute Resolution: https://www.coloradojudicial.gov/court-services/office-dispute-resolution

Why Mediate Early?

- For Tenants: Mediation offers the opportunity to avoid an eviction on your record. This
 can be very helpful because an eviction on your record can make it extremely difficult to
 find affordable housing for many years.
- o For Landlords: It offers the opportunity to get their property back in their possession sooner than waiting for the longer eviction process. This can be very helpful because it allows landlords to negotiate move-out terms that may be more efficient than the court process.
- For everyone: Mediation offers a valuable opportunity for both parties to come to an agreement on their own terms. Mediators will work professionally as neutrals to guide a resolution and draft the stipulation.

How It Works: A neutral, professional mediator will guide a confidential conversation to help you find a solution that works for both sides - all done via telephone or video conferencing.