

# Jefferson County Evictions

## Instructions for Parties Without Attorneys

**IMPORTANT: You will not see a Judge on the date on the summons. You are expected to participate in mediation before your eviction trial. Instructions for how to register and schedule your mediation are on page 2 of this document.**

### Tenants

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1. **You are expected to mediate prior to your eviction trial. Instructions are on page 2. Mediation could help you avoid getting an eviction on your record.**
2. You can mediate before or after the date indicated on your summons, so long as the mediation takes place prior to the eviction trial. We recommend scheduling as soon as you receive this notice.
3. You must file 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.**
4. You may file your 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: Mail to 100 Jefferson County Parkway, Golden, CO 80401. The mailed answer must arrive at the Court on or before the return date indicated on the summons.
  - c. E-filing: Please check the court's website for updated instructions on e-filing.
5. For questions about how to file your answer call the main Clerk's office at (720) 772-2560.
6. If you reach an agreement with the landlord the case will not proceed to trial.
7. If you choose to appear on the date on the summons, you may do so in person, by phone or by video, you must use the following contact information:

Video: <https://judicial.webex.com/meet/01evictionreturns>

Phone: 1(415) 655-0001

Access code: 2595 679 5251#

**FOR MORE INFORMATION, VISIT THE COURT'S WEBSITE AT: [www.coloradojudicial.gov](http://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 [01SelfHelp@judicial.state.co.us](mailto:01SelfHelp@judicial.state.co.us). For frequently asked questions you can email [01evictions@judicial.state.co.us](mailto: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

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1. **You are expected to mediate prior to your eviction trial. Instructions for scheduling are below. Mediation could help you get the property faster than an eviction trial.**

2. You can mediate before or after the date indicated on your summons, so long as the mediation takes place prior to the eviction trial. We recommend scheduling as soon as you receive this notice.
3. If you reach an agreement with the tenant the case will not proceed to trial.
4. If the tenant files an answer, the clerk will contact you to schedule your trial according to statute.
5. If the tenant does not file an answer, you must file a motion for entry of judgment (JDF 107A) along with proof of service. Make sure that **every** document served is listed on your proof of service.
6. You can file the motion for entry of judgment in the following ways:
  - a. In person: at the Jefferson County Courthouse Clerk office, first floor, civil window.
  - b. By Mail: Mail to 100 Jefferson County Parkway, Golden, CO 80401.
  - c. E-filing: Please check the court website for updated instructions on e-filing.

**FOR MORE INFORMATION, VISIT THE COURT'S WEBSITE AT: [www.coloradojudicial.gov](http://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 [01SelfHelp@judicial.state.co.us](mailto:01SelfHelp@judicial.state.co.us). The Clerk's office phone number is (720) 772-2560. If you need an interpreter, you will need to inform the Court when you file your complaint or answer.**

## MEDIATION REGISTRATION INSTRUCTIONS

**Step 1:** Use one of the following methods to begin your intake

- Online at: Visit the link <https://bit.ly/lhjeffco>
- SMS: Text the word "Jeffco" to 234-235-3835
- Scan the QR code to the right →



**Step 2:** Type in your case number (look for this on the top right corner of your summons. E.g: 26C00123, 2026C00123)

- **Make sure you type your case number exactly as it appears on the summons**

**Step 3:** Enter your personal contact information

**Step 4:** Complete the intake and scheduling process as directed

**Step 5:** Keep a record of your scheduling confirmation.

**Step 6:** At the time of your scheduled mediation, join the Zoom meeting via the link provided to the phone number and email address you submitted. **\*\*If you need any special accommodations for your mediation such as an interpreter or technical assistance please contact us at 234-235-3835.**

### **Additional Information on Mediation**

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### What is Mediation?

- Division H now offers parties the opportunity to resolve their eviction cases early through mediation conducted virtually. You may choose to mediate before your summons date or after the tenant has filed an Answer.
- 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. **If you reach a resolution through mediation, you may not need to come to court for an eviction trial.**
- 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.
- For more information on mediation visit: <https://www.coloradojudicial.gov/what-mediation-and-how-do-i-prepare>

### 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 housing for many years.
- **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.

Please note other opportunities to mediate throughout the state.

- The Mediation Association of Colorado: [coloradomediation.org](http://coloradomediation.org)
- Office of Dispute Resolution: <https://www.coloradojudicial.gov/court-services/office-dispute-resolution>