

JEFFERSON COUNTY

INSTRUCTIONS FOR PRO SE CIVIL MONEY CASES

YOU WILL NOT SEE A JUDGE ON THE DATE ON YOUR SUMMONS.

DEFENDANTS:

1. If you wish to dispute the claims contained in the complaint and go to trial, you need to file an answer setting forth your legal defenses. The answer must be filled out completely. Please, include your email and mailing address in your answer.
2. File your answer with the filing fee at the civil window located on the first floor, civil window, of the Jefferson County courthouse.
3. You must pay the answer fee when you file your answer. If you don't pay the fee the answer will not be accepted. If you cannot afford the fee, the Clerk's Office can waive the fee, if you qualify.
4. You can file an answer any time prior to the return date on the summons.
5. Once you file an answer, the Court will order you to participate in mediation with the plaintiff. Parties are required to comply with the mediation order. If mediation is not successful, the case may be set for trial.
6. If you don't file an answer, the plaintiff may request that the Court enter a money judgment against you for the amount listed in the Complaint, along with attorney's fees and court costs.

PLAINTIFFS:

1. If an answer is filed, the Court will order you to participate in mediation with the defendant.
2. If the defendant fails to file an answer, you must file a motion for default judgment with proof of service and supporting documentation. If you do not file proof of service your motion will be denied. Please ensure that **every** document served is listed on your proof of service.

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 01SelfHelp@judicial.state.co.us.