



Self Help Center Frequently Asked Questions

1. What is the Self-Help Center?

Self-Help Centers are in-court resources, often staffed by Sherlocks (Self-Represented Litigant Coordinators), providing free, non-legal assistance to individuals navigating the legal system without an attorney. They may help with court procedures, forms, and legal terminology. They cannot provide legal advice or assist with criminal or traffic cases. They cannot provide representation or help assist represented parties or attorneys in a professional capacity. Their role is defined by the Chief Justice Direct (CJD 13-01) which can be found here: <https://www.coloradojudicial.gov/supreme-court/chief-justice-directives>.

2. How do I fill out the top part of the form?

The top of each form is called the case caption box. Each box is separated into 4 parts. Part 1 is the Courts information and Courts Address. Part 2 is the case parties names. Part 3 is your information as the filer. and Part 4, is your case information (case number and division/courtroom information).

1. Court: <input type="checkbox"/> District <input type="checkbox"/> County Colorado County: _____ Mailing Address: _____	<i>This box is for court use only.</i>
2. Parties to the Case: Plaintiff or Petitioner: _____ v. Defendant or Respondent: _____	
3. Filed by: Name: _____ Mailing Address: _____ City: _____ St: _____ Zip: _____ Phone: _____ Email: _____	4. Case Details: Number: _____ Division: _____ Courtroom: _____

3. Where can I find all the forms?

All forms we have can be found here: <https://www.coloradojudicial.gov/self-help-forms>. You can search for keywords or by form number if known. If there is not a form available, we may not have a pre-formatted form available. However, you can reach out to the Self-Help Center to clarify if a form exists. You may also use a general form, or you may create your own.



General forms are available for different types of cases (Civil, Family Matters, Probate, etc.) and can be found here: <https://www.coloradojudicial.gov/self-help-resources>. Information, forms and a general instructions guide based on case type can be found here: <https://www.coloradojudicial.gov/self-help-resources>

4. I want to create my own filing. What are the formatting requirements?

You may use our flexible caption form to build your own filing. On this page, it also provides some guidance and instructions for page formatting requirements: <https://www.coloradojudicial.gov/flexible-caption>.

5. How do I know what forms to file for my case?

Information, forms and a general instructions guide based on case type can be found here: <https://www.coloradojudicial.gov/self-help-resources>. You may also use the Colorado Judicial Glossary here: <https://www.coloradojudicial.gov/a-z-directory>.

6. How much are filing fees?

Filing fees can be found here: <https://www.coloradojudicial.gov/self-help/list-fees>. If you believe you qualify to waive filings fees, you can file a motion to waive here: <https://www.coloradojudicial.gov/self-help/fee-waivers>.

7. How can I file my paperwork?

There are a few different options to file your paperwork with the Court.

- a. Bring your papers into the Court and file them at the Clerk of Court window between 7:30-4:30 Monday thru Friday. **Excluding holidays. Holiday schedule can be found here: <https://www.coloradojudicial.gov/holidays>*
- b. Mail your documents to the Court: Douglas Combined Court 4000 Justice Way Suite 2009 Castle Rock Colorado 80109. Include any applicable fees by check or money order. Fees can be found here: <https://www.coloradojudicial.gov/self-help/list-fees>.
- c. For DR cases or FED cases only, e-filing is an option for pro se parties (Disclosure: FED cases are only available after the initial complaint is filed in person). You can



sign up for the e-filing system here: <https://www.coloradojudicial.gov/e-filing-non-attorneys>.

8. I just filed a new case and must serve the other party. What is this and how do I do it?

When you file a new case or you request an emergency motion, you may be required to process serve the other party. Process service is a legal procedure to formally provide court documents to the other parties of the case. This is done by a neutral 3rd party, not involved in the case. You can hire the local Sheriff, a private process server, or have someone over the age of 18 perform service. More information about process service can be found here: <https://www.coloradojudicial.gov/self-help-service-process>.

9. Can service be waived?

Generally, service cannot be waived. However, in family law cases, you can request alternative service methods by filing a motion requesting publication, certified mail, or consolidated notice. Before requesting, you must try to find the other party before making this request. There are restrictions on alternative service methods and may stop the Court from deciding: Division of Property, Lawyer's fees, and Spousal or Child Support. For more information, you can review JDF 1300 here: <https://www.coloradojudicial.gov/self-help-forms>.

10. Certificate of service is on the bottom or on the last page. What is this?

A certificate of service is informing the Court how you provided a copy of your filing to all other parties. You will indicate the date and method you delivered a copy such as hand delivery, mailing, emailing, faxing, or by e-filing. E-filing can only be selected if you use the e-filing system to upload your filing and serve the other party. If you do not have an e-filing account, or are filing in person or by mail, e-filing is not an appropriate option.

11. Is there a legal glossary for terminations or definitions of legal terms?

Yes, the glossary can be found here: <https://www.coloradojudicial.gov/glossary-legal-terms> as well as be found on the first few pages of an instructions guide.

Douglas County Combined Courts



12. How do I obtain records or documents from a case?

You may request records online here: <https://www.coloradojudicial.gov/recorddocument-request-form>. If you have any questions about requests, please contact the Clerk's Office directly.

Additional general FAQs can be found here:

<https://www.coloradojudicial.gov/about/faqs?topic=74&wrapped=true>