

County Civil Calendar Instructions

RETURN DATE ON SUMMONS-GUIDANCE TO CHOOSING A DATE

FOR PARTIES REPRESENTING THEMSELVES (PRO SE)

Please follow the instructions for the category of case that applies to you. When choosing a date, allow yourself a few extra days for service. The Sheriff's Office and professional process servers will often need a few days to complete service. Choosing the correct date is the responsibility of the Plaintiff.

Case Type	How to Select a Date	Return Date on Summons (RDOS)	Rule/Statue Addressing Timing of Service Window	Service on Defendants	Your Appearance Required on the RDOS?
Eviction	Between 7 and 14 calendar days from date of filing	Tuesday, Wednesday, or Thursday at 9:30 a.m.– excluding Holidays*	CRS 13-40-111	Must be made no less than 7 calendar days AND no more than 14 calendar days before the date chosen. The day of service does not count into the calculation, so add one day to account for the day of service.	No
Removal of Unauthorized Persons (Squatter)	Any day – at minimum 24 hours	Monday through Friday at 10:00 a.m. – excluding Holidays*	CRS 13-40.1-101	Must be made no less than 24 hours before the date chosen. There is no time limit on how far in advance the chosen date may be after service of process.	Yes – you will have to appear at 10:00 a.m. virtually or in-person
Money/Replevin	Between 14 and 63 calendar days from date of filing	Tuesday, Wednesday, or Thursday at 1:30 p.m. – excluding Holidays*	CRCCCP 312	Must be made no less than 14 calendar days AND no more than 63 calendar days before the date chosen. The day of service does not count into the calculation, so add one day to account for the day of service.	No

***Holiday Closure Schedule (El Paso County Combined Courts):**

- Monday, May 25, 2026 – Memorial Day
- Friday, June 19, 2026 – Juneteenth
- Friday, July 3, 2026 – Independence Day
- Monday, September 7, 2026 – Labor Day
- Monday, October 5, 2026 – Frances Cabrini Day
- Wednesday, November 11, 2026 – Veterans Day
- Thursday, November 26, 2026 – Thanksgiving Day
- Friday, December 25, 2026 – Christmas Day