

Larimer County Combined Court
Guide to Eviction Procedures and Remote Participation

RETURN DATE ON SUMMONS

- The return date provided in the Summons form you received is **NOT** a hearing date.
- The return date is the deadline for filing an Answer to the allegations contained in the Complaint if you have a legal defense and wish to contest the allegations made against you.
- If you do not file an Answer with a legal defense by the end of the business day on the return date, the court may enter a default judgment against you which may include granting an eviction and/or a money judgment in favor of the plaintiff.
- If you feel you have a legal defense of the allegations in the Complaint, you must file a written Answer form with the Court by the end of the business day on the return date listed in your Summons.
- You may file your Answer ON OR BEFORE the return date at one of two court locations:
 - Larimer County Justice Center: 201 Laporte Avenue, Suite 100, Fort Collins, CO 80521
 - Loveland County Court: 810 E 10th Street, Suite 110, Loveland, CO 80537
- You may also file your Answer electronically through the Court's E-filing system.
- To access the system, please visit the Colorado Judicial Branch website at www.coloradojudicial.gov
 - Click on the Public Access drop-down and select E-Filing for Non-Attorneys link.
 - Review the information on this page in its entirety to answer many of your questions about efilng.
 - Please watch the short videos provided before you begin which can save you time.
 - After you have watched the short videos, create an account by following the instructions on the website.
 - Follow all the instructions provided to file your completed answer form.

NOTE: YOU DO NOT HAVE TO WAIT UNTIL THE RETURN DATE LISTED ON YOUR SUMMONS TO FILE YOUR ANSWER. YOU MAY FILE AT ANY TIME BEFORE THE RETURN DATE USING EITHER METHOD LISTED ABOVE.

You may elect to participate in eviction proceedings in person or remotely. If you file an Answer, you will be asked to indicate whether you would like to attend court events for your eviction case remotely or in person.

RETURN DATE ON SUMMONS

- If you choose to appear remotely at the return date listed in the Summons to watch an informational video, please follow the instructions below.
 - Log into <https://www.coloradojudicial.gov/courts/trial-courts/larimer-county>
 - Scroll down to **Quick Links** and select **Eviction Return Date Presentation**

REMOTE APPEARANCE – COURT HEARINGS

- **You may elect to participate in eviction hearings in person or remotely.** If you file an Answer, you will be asked to indicate whether you would like to attend court proceedings remotely or in person.
- If you wish to change this selection at some point, you **must** file a Notice About Remote Participation (JDF105) with the court **at least 48 hours** before your court event, or the Court may not approve the change.
- If you have elected to appear remotely at hearings, you will need to know what courtroom your case has been assigned to. If this information is not on the paperwork that you were served with, you may call the Larimer County Clerk of Courts Office at (970) 494-3500 to obtain your case division information.
- Once you obtain your assigned courtroom/division, visit <https://www.coloradojudicial.gov/courts/trial-courts/larimer-county> and follow the steps below to access your courtroom remotely:
 - Scroll down to **Quick Links** and select **Virtual Courtrooms**
 - Scroll down to locate the **Division/Courtroom** your case is assigned to
 - Select **Join virtual courtroom**

If this is the first time you have used Webex, you may be required to download Webex meetings and follow their instructions to join a meeting either by phone or video.

DISCONNECTION OR TECHNICAL FAILURE DURING A HEARING

- If you are disconnected during a court hearing, go back through the steps listed above and attempt to reconnect to the Webex courtroom.
- If you are unable to reconnect to the courtroom, please call the Larimer County Clerk of Courts office at (970) 494-3500. Court staff will ask for your contact information and will notify the courtroom that you are attempting to reconnect. Continue your attempts to reconnect to the courtroom following the process above.
- **If you are unable to reconnect with the courtroom within a reasonable time, the court will reset the hearing to be held IN PERSON on the first available date after the date of the originally scheduled hearing but no later than 7 days after the hearing where the party experienced the connection failure.**