

COUNTY CIVIL CASE?

Have you been served with a summons in a county court civil money case? Below is important information about your case.

The Court encourages the parties to speak with one another to see if any of the issues in the case can be resolved. The contact information for the opposing party or his/her/its attorney may be found on the Complaint you received.

NEITHER PARTY IS REQUIRED TO APPEAR IN PERSON at the date and time listed on the summons. There is NO court hearing on this initial date. **However, action is required by the named defendant if the defendant wishes to contest the claims brought in the complaint** (please read the instructions below).

TO THE DEFENDANT:

If you dispute the claim, you must file a written Answer on or before the date listed on the Summons with which you may have been served. If you do not file an Answer on or before the date listed on the Summons, the Plaintiff may ask the Court to enter a judgment against you for the relief requested in the Complaint.

The Answer form attached to the Complaint must be filled out completely including your name, case number, email address and phone number if you have them. Finally, you must also set forth a legal defense to the claim stated in the Complaint. If you do not file an Answer on or before the date listed on the Summons, the Plaintiff may ask the Court to enter a judgment against you for the relief requested in the Complaint.

You may use any of the following methods to file your Answer and pay the filing fee with the Court:

1. Attach your completed answer form and send to the Court via email to the following address: AcjcClerk@judicial.state.co.us. Please be aware that pleadings must be in WORD or PDF format only, they must be scanned properly and be an attachment to the email. Be prepared for further instructions via email as to how to pay your filing fee. Your answer is not accepted and filed into the case until fees are paid. It can take up to 72 hours to process.
2. Send your Answer and filing fee via US Mail at least seven days prior to the summons return date to: 1790 W. Littleton Blvd., Littleton CO 80120. DO NOT SEND CASH. You may check our website for filing fees associated with filings.
3. File at the Courthouse on or before the date on your Summons located at 1790 W. Littleton Blvd., Littleton Colorado, 80120.

Please visit coloradojudicial.gov for forms and instructions in the Forms and Self-Help section.