You have been sued for a money claim

Do not appear in person. You have 3 options:

Option 1: Reach an Agreement

Contact the plaintiff and try to reach an agreement. An agreement is sometimes called a Stipulation. The Court cannot force the parties to reach an agreement. Find contact information for the plaintiff on the Summons and Complaint.

If you reach an agreement:

- Make sure you understand the agreement.
- Get the agreement in writing, keep a copy, and make sure both parties sign it.
- File the agreement with the Clerk's Office on or before the date listed on the Summons that you were served with.
- Make payments as agreed.

Option 2: File an Answer

If you disagree that you owe the money, you can tell the Court by filing an Answer.

☐ **File your answer on or before the date listed on the Summons you were served with.** You cannot file an Answer after the date on the Summons has passed. To file, bring your answer to the Clerk's Office at the courthouse, or mail it. **The court is located at 270 S. Tejon St., Colorado Springs, CO 80903**

☐ **Pay the filing fee or request a fee waiver.**

- Pay the fee via personal check or money order payable to the Clerk of Court.
- If you cannot afford the fee, you may request a fee waiver by submitting an application and supporting documentation. You will be notified by mail if you qualify or if you are denied. If denied, you will receive a request for payment of the filing fee. **Be sure to include your phone number and e-mail address on your answer so the court may contact you.**

What comes next? If you file an answer, the court will schedule a pre-trial conference. You will receive notice of the date and time by mail. If the parties do not settle during the pre-trial conference, you may be sent to mediation or the court may set the matter for trial. If you go to trial, it is your job to prepare. The Court will not provide you with an attorney.

Option 3: Do nothing

If you do nothing, the plaintiff may ask the Court to issue a money judgment against you. Money judgments are public record. Once a money judgment is entered, the plaintiff may take steps to collect the amount of the judgment, which may include garnishing your wages or taking money from your bank account, or other legal remedies.

Interpretation and Accessibility Information

To request an interpreter, email D04_Courts_divcvl@judicial.state.co.us or call (719) 452-5000.

Si no puede leer o hablar inglés, póngase en contacto con el tribunal por correo electrónico D04_Courts_divcvl@judicial.state.co.us o llame al (719) 452-5000.

영어를 읽거나 말할 수 없는 경우 이메일 D04_Courts_divcvl@judicial.state.co.us을통해 법원에 문의하거나 (719) 452- 5000 으로 전화하십시오.

若您不精通英语，请通过电子邮件D04_Courts_divcvl@judicial.state.co.us **或致**电 (719) 452-5000 **与法院**联系。