

COLLECTIONS ADVISEMENT

PLEASE READ CAREFULLY-YOU WILL NOT APPEAR IN COURT IN PERSON

You have been served with paperwork because someone is trying to collect money from you. Choose one of the options below. The papers you received provide you with a date to appear in Court. **YOU WILL NOT APPEAR IN COURT IN PERSON.** The date to appear on your paperwork is the date and time by which you must exercise one of the options.

Option # 1 REACH AN AGREEMENT (if you agree you owe the money claimed):

Reach a settlement/payment agreement with the person trying to collect money from you (that is the plaintiff). Contact information for the plaintiff is listed on the upper left-hand side of the Summons you were served with. If an agreement is reached, it will be put in writing and become a court order. Make sure you understand any agreement reached. If you agree to make payments, be sure to make the payments on time without demand. **If you and the plaintiff reach an agreement, the agreement must be signed by you and filed by the plaintiff with the Court on or before the date listed on the Summons you were served with. If it is not, then the Court will assume you have selected the option below to do nothing. YOU ARE NOT REQUIRED TO EXECUTE A PAYMENT AGREEMENT.**

Option # 2 FILE AN ANSWER (if you dispute that you owe the money claimed):

If you dispute that you owe the amount claimed or disagree with the amount claimed, filing an Answer is necessary to dispute the debt. Filing an Answer is how you tell the Court you want the facts and the evidence to be heard by a judicial officer at trial. You must file the Answer on or before the date listed on the Summons you were served with. There is a fee to file an Answer. If you cannot afford the fee, the Clerk's Office can waive the fee if you qualify.

To file an Answer: Complete the form Answer you were served with. You may file your answer via U.S. mail addressed to the Clerk of Court at 270 S. Tejon St., Colorado Springs, CO 80903 or in-person in the Clerk's office located in Room S101 of the courthouse. Include with your Answer either the filing fee in the form of a check or money order payable to the Clerk of Court, or a fee waiver application. If you are requesting a fee waiver, you will have to submit the paperwork and documentation for the fee waiver. You will be notified by mail if you qualify or are denied. If denied, you will receive a request for payment of the filing fee.

*** INCLUDE A TELEPHONE NUMBER AND E-MAIL ADDRESS ON YOUR ANSWER***

Option # 3 DO NOTHING: If you do nothing, the plaintiff may request that the Court enter a money judgment against you for the amount listed in the Complaint you were served with, along with attorney's fees (if any) and costs of court. 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 wage garnishments or bank account garnishments or other legal remedies.

IF YOU CANNOT READ OR SPEAK ENGLISH, PLEASE CONTACT THE COURT AT [D04 Courts DivCVL@judicial.state.co.us](mailto:D04_Courts_DivCVL@judicial.state.co.us) OR call (719) 452-5000.

SI NO PUEDE LEER O HABLAR INGLES POR FAVOR PONERSE EN CONTACTO CON EL CORTE EN [D04 Courts DivCVL@judicial.state.co.us](mailto:D04_Courts_DivCVL@judicial.state.co.us) O LLAMAR (719) 452-5000.

만약 당신이만약 당신이만약 당신이영어를 사용하다문의하시기 바랍니다
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[D04 Courts DivCVL@judicial.state.co.us](mailto:D04_Courts_DivCVL@judicial.state.co.us) 또는 전화 (719) 452-5000.

如果你不能读或说英语，请联系法院在 [D04 Courts DivCVL@judicial.state.co.us](mailto:D04_Courts_DivCVL@judicial.state.co.us) 或拨打 (719) 452-5000。