

## Jefferson County Division H

### **Procedure for Civil Money Cases (updated: July 2024)**

The following procedures will be implemented for all civil money cases:

1. The Jefferson County Procedure Advisement sheet needs to be served along with the summons.
2. **Settings:** Settings are now held on Tuesday-Thursday at 3:00 p.m. You may contact Division H at 720-772-2449 or at 01DivisionH@judicial.state.co.us to get hearing/trial dates. We prefer an email, which should include the following: amount of time needed to complete the trial/hearing and if it will be virtual or in person. All trials over 2 hours will be in person. Settings will only be held after mediation has taken place and the Certificate of Compliance has been filed. Either party may filing of a notice to set.
3. **Scheduling Contempt Citations hearings:** Hearing dates need to be included on the Citation. Contempt citation hearings will be held Tuesday, Wednesday or Thursday at 8:30 a.m. Parties need to appear in person. We recommend that you call/email the Division to confirm the date.
4. **Summons:** Attorneys can pick their own return dates and times for their summons from the following dates and times: between Monday-Thursday at 8 a.m., 9 a.m. or 10 a.m. Please check the court's website for closures and holidays.
5. **Return Dockets:** Division H is no longer emailing return dockets. Instead, please use the return docket form. Division H will not email

reminders to fill out the docket form. Within 48 hours AFTER your return date, please fill out the form, sign it with your bar number and email it back to us (do not e-file it into the case). Our division will not accept email return forms after 48 hours. After 48 hours you will need to file a motion for default judgment. If you file a motion for default judgment, you do not need to fill out the docket form. Motions for default judgment are due 2 weeks from the return data on summons.