

SMALL CLAIMS -

Forms and instructions can be found on our website:

www.coloradojudicial.gov

Under Self-Help and Forms,
Self-Help Resources, Small Claims Cases

Step 1 - Caption -

JDF 250 Notice, Claim and Summons...

Write down "Larimer" next to county...

Write down the court address...

(201 Laporte Ave, Fort Collins, CO 80521)

Write down the name, address and phone number of the Plaintiff...

Write down the name, address and phone number of **each** Defendant...

Small Claims Court _____ County, Colorado Court Address: _____	
PLAINTIFF(S): _____ Address: _____ City/State/Zip: _____ Phone: Home _____ Work _____ Cell _____	
v. DEFENDANT(1): _____ Address: _____ City/State/Zip: _____ Phone: Home _____ Work _____ Cell _____	
DEFENDANT(2): _____ Address: _____ City/State/Zip: _____ Phone: Home _____ Work _____ Cell _____	
▲ COURT USE ONLY ▲	
Case Number: _____	
S	
Division _____ Courtroom _____	
NOTICE, CLAIM AND SUMMONS TO APPEAR FOR TRIAL (Part 1)	

Step 2 - Registered Agent -

If the defendant is not a person, and is a business you will need the registered agent's name and address...



If Defendant(s) is/are other than a person, go on-line at www.coloradosos.gov to determine the registered agent for service of this notice. Please enter name and address of the agent. Name: _____
Address: _____

Below are the steps to finding the registered agent:

WEBSITE: <https://www.coloradosos.gov> ...

GO TO: **Businesses, Trademarks, Trade names...**

UNDER SEARCH & FILE GO TO: **Search Business Database...**

You will type in the business name, exactly how it is spelled...

Once you find the business you click on the **ID Number...**

In the Registered Agent box, will be the name and address of the **Registered Agent ...**

If you have questions about the website or further information about a registered agent, you can call: (toll free) 1-855-428-3555 or 303-894-2200. You can also email the Secretary of State at business@coloradosos.gov

Step 3 - Answer Questions 1 thru 4 -

Check appropriate box for each question:

1. The Defendant or Defendants are in the military service: Yes, No or Unknown...
2. The Defendant or Defendants reside, are regularly employed, have an office for the transaction of business, or are a student in this county, or real property located in this county is the subject of claims arising from a restrictive covenant or security deposit dispute. Yes or No...

If you check "No" to this question, you should not file your case in Larimer County ...

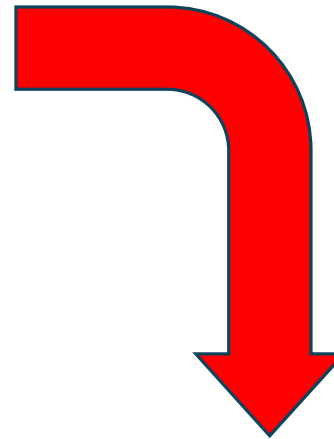
3. I/We understand that it is my/our responsibility to have each Defendant served with the "Defendant's Copy" of this Notice by a person whose age is 18 years or older and who is not a party to this action 15 days prior to the trial and to provide the Court with written proof of service. Yes or No...
4. I am an attorney: Yes or No...

-
1. The Defendant(s) is/are in the military service: Yes No Unknown
 2. The Defendant(s) reside(s), is/are regularly employed, has/have an office for the transaction of business, or is/are a student in this county, or real property located in this county is the subject of claim(s) arising from a restrictive covenant or security deposit dispute. Yes No
 3. I/We understand that it is my/our responsibility to have each Defendant served with the "Defendant's Copy" of this Notice by a person whose age is 18 years or older and who is not a party to this action 15 days prior to the trial and to provide the Court with written proof of service. Yes No
 4. I am an attorney: Yes No
-

Notice and Summons To Appear For Trial -

The Court will complete the Notice and Summons to Appear for Trial with the scheduled Court Trial date once you file your papers...

The trial will be scheduled at least 30 days from the time of filing but may be longer based on the availability of the courtroom...

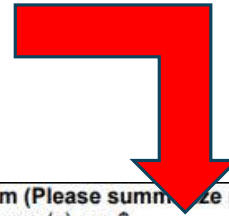


Notice and Summons to Appear for Trial	
To the Defendant(s): You are scheduled to have your trial in this case on _____ (date) at _____ (time) at the Court address stated in the above caption. Bring with you all books, papers and witnesses you need to establish your defense. If you do not appear, judgment may be entered against you. If you wish to defend the claim or present a counterclaim, you must provide a written response or written counterclaim on or before the scheduled trial date and pay a nonrefundable filing fee.	
Dated: _____	_____ Clerk of Court/Deputy Clerk

Step 4 – Plaintiff’s Claim -

Write down the amount you are seeking...

*Amount cannot exceed \$7,500 (including penalties,
interest and costs)...*



Explain the reasons you are filing this claim...



Plaintiff(s)'s Claim (Please summarize reasons to support your claim below.)

The Defendant(s) owe(s) me \$ _____, which includes penalties, plus interest and costs allowed by law, and/or should be ordered to return property, perform a contract or set aside a contract or comply with a restrictive covenant for the following reasons. (If seeking return of property, please describe the property being requested).

Note: The combined value of money, property, specific performance or cost to remedy a covenant violation cannot exceed \$7,500.00.

Step 5 – Verification -

Read the declaration...



Note: The combined value of money, property, specific performance or cost to remedy a covenant violation cannot exceed \$7,500.00. I/we declare under penalty of perjury under the law of Colorado that the foregoing is true and correct. I/we have not filed in any Small Claims Court in this County more than 2 claims during this calendar month, nor more than 18 claims in this County this calendar year.

Write down the date...



Dated: _____

Plaintiff's Signature

Sign the form...



Plaintiff's Signature

If there are 2 plaintiffs, both plaintiffs need to sign the form...

If a plaintiff is representing a business they will need to print their name and indicate who they are (Owner, Registered Agent, etc.)...

If you are completing the form using the WORD or PDF version, make sure that you complete all 4 parts of the form. You may purchase a carbon copy packet at the Justice Center in the clerk's office...

Serve The Other Party -

The other party must be personally served with the Defendant copy of the filing...

Personal service may be completed using law enforcement, a private process server, or any disinterested third party over the age of 18...

The Defendant must be served at least 15 days prior to the trial date...

A Return of Service or Affidavit of Service must be filed with the court once service has been completed...

Exhibits -

Use JDF 72 – Exhibit List: All exhibits should be labeled (Petitioner – use numbers / Defendant – use letters). The Certificate of Service will be completed to let the court know how you are getting a copy of the exhibits to the other party, based on the requirements below...

Video / Audio: must be provided on a flash drive to the court and a flash drive to the other party **at least 7 days prior to your court date**. If mailing to the other party, you must ensure that the flash drive will be **Received** at least 7 days prior to your court date. You must also provide the proper equipment to view your flash drive on the court date – you will not be allowed to use court equipment...

All other exhibits must be printed on standard printer paper (8 ½” by 11”) and you will need to bring **at least 3 hard copies** to Court on your court date – one for the Court, one for your reference, and one for **each** Defendant...