

# JEFFERSON COUNTY EVICTION INSTRUCTIONS

**ON THE DATE AND TIME LISTED ON THE SUMMONS PARTIES MAY APPEAR IN PERSON, BY PHONE OR BY VIDEO**

**THE DATE ON THE SUMMONS IS THE DEADLINE FOR THE TENANT TO FILE AN ANSWER, IT IS NOT A COURT APPEARANCE, YOU WILL NOT SEE A JUDGE**

## TENANTS:

1. You must appear on the return **date and time** indicated on your summons or file an answer on or prior to that date. You may appear in person (recommended), by video or by phone.
2. On the return date, you will be able to talk to your landlord's attorney to try to reach an agreement. A representative from the rental assistance program will also be available to talk to you.
3. If you chose to appear by phone or by video, you must use the following contact information:  
Video: <https://judicial.webex.com/meet/01evictionreturns>  
Phone: 1(415) 655-0001  
Access code: 2595 679 5251
4. If you don't want to talk to your landlord's attorney or if you were not able to reach an agreement, you can dispute your eviction by filing an answer by the end of the day on the return date indicated on your summons.
5. You may file an answer and pay any applicable fees:
  - a. In person: by coming to the Jefferson County Courthouse Clerk office, first floor, civil window, completing the answer form and paying the filing fee.
  - b. By Mail: the mailed answer must arrive to the Court on or before the return date indicated on the summons. The mailing address is 100 Jefferson County Parkway, Golden, CO 80401. You must also mail a check or money order for the filing fee. **DO NOT MAIL CASH.**
  - c. E-filing: [www.coloradojudicial.gov/e-filing-non-attorneys](http://www.coloradojudicial.gov/e-filing-non-attorneys)
6. If you have any questions about how to file your answer you can call the main Clerk's Office at (720)772-2560.
7. After you file the answer, the clerk will contact you to schedule the eviction trial.
8. If you don't file an answer or reach an agreement, a default eviction may enter against you.

**FOR MORE INFORMATION, VISIT THE COURT'S WEBSITE AT: [www.coloradojudicial.gov](http://www.coloradojudicial.gov). If you need assistance, you may visit the Court Resource Center located on the second floor of the courthouse or contact them at 720-772-2501 or [01SelfHelp@judicial.state.co.us](mailto:01SelfHelp@judicial.state.co.us).**

**For frequently asked questions you can email [01divisionh@judicial.state.co.us](mailto:01divisionh@judicial.state.co.us) or call 720-772-2455. If you need an interpreter, you will need to inform the Court when you file your complaint or answer.**