



# Guide to Residential Evictions

## Step-by-Step

### ① Give Notice (landlord)

a) Use the *Notice* that fits your situation:

- JDF 99 A Demand for Compliance
  - Unpaid rent.
  - Lease violations.
  - Disturbing conduct.

#### Mandatory Mediation

Mediation may be required before filing a case (Step 2). If so, schedule at:

[\[www.ColoradoODR.org\]](http://www.ColoradoODR.org)

- JDF 99 B Notice to Terminate Tenancy
  - Repeat lease violations.
  - Criminal behavior.
- JDF 99 C Notice of No-Fault Eviction
  - Reason to not renew a lease.

b) Serve the *Notice* on the Tenant.

c) Wait the time stated in the *Notice* before Step 2.

### ② Start an Eviction Case (landlord)



Complete these forms. The Court Clerk will schedule a Return Date when you file:

- JDF 101 Complaint
- JDF 102 Summons (signed by Clerk)

Print a blank copy for each tenant:

- JDF 103 Eviction Answer
- JDF 108 Request for Documents
- JDF 205 Fee Waiver
- JDF 206 Order re Fees

### ③ Personal Service (landlord)

Provide copies of all six Step 2 forms to a process server, along with:

- JDF 98 Affidavit of Service (just do §§ 1-4)

The process server completes service, finishes the form, and returns it to you. Then, file the form.

Service must be completed at least seven days before the return date.

### ④ Answer (tenant)

File your response on or before the Return Date or bring it with you to the Courthouse.

- JDF 103 Eviction Answer

### ⑤ Return Date & Trial (both parties)



The parties will meet and try to resolve the matter at the Return Date. If no agreement, the Court will schedule the case for trial.

**If parties agree to terms, file:**

- JDF 106 A Stipulated Agreement
- JDF 106 B Order (just do §§ A-C)

**If there is no agreement, file:**

- JDF 108 Request for Documents

### ⑥ Enforcement (landlord)

- JDF 109 Writ of Restitution (signed by Judge)

a) Wait the time on the writ.

b) Take it to the Sheriff to enforce the eviction.

# More Information

---

## ① Find Forms

Forms can be found on the Court's website:

[\[www.courts.state.co.us/Forms\]](http://www.courts.state.co.us/Forms)

## ② How to File

Start the case:

- File at the courthouse in the county where the rental home is located.

After the case is started:

- File in-person or online at:

[\[www.jbits.courts.state.co.us/efiling\]](http://www.jbits.courts.state.co.us/efiling)

Not available for cases in Denver County Court.

## ③ Filing Fees

The Clerk (or efile system) will let you know the fee (if any) when filing.

If you cannot afford the fees, also file:

- JDF 205 Motion to Waive Fees
- JDF 206 Order re Court Fees (Just do §§ A-C)

## ④ Attending Court

You can attend court events in person or remotely (via internet video conference).

Mark your preference in the Complaint (JDF 101) or Answer (JDF 103). Or file:

- JDF 105 Notice About Remote Participation.

If chosen, the court will send you information on how to participate remotely.

## ⑤ Alternate Service (for landlords)

Review the Summons (JDF 102 § 13 on pg. 4) for an additional service method.

- a) Mail the listed documents to the Tenants.
- b) Note this on Summons (§ 13) when you file.

Then, if you can't get personal service completed:

- a) The Court can still order an eviction.
- b) But it can't award a money judgment.

## ⑥ My Notes

- §§ means "sections"