

Small Claims Court _____ County, Colorado 科罗拉多州 县小额索赔法院 Court Address: _____ 法院地址: _____	
PLAINTIFF(S): _____ 原告: _____ Address: _____ 地址: _____ City/State/Zip: _____ 市/州/邮编: _____ Phone: Home _____ Work _____ Cell _____ 电话: 住宅电话 工作电话 手机 v. 诉	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; margin: 0;">▲ COURT USE ONLY ▲</p> <p style="text-align: center; margin: 0;">仅供法院使用</p> <hr/> <p style="text-align: center; margin: 0;">Case Number: _____</p> <p style="text-align: center; margin: 0;">案件编号: _____</p> <div style="font-size: 2em; font-weight: bold; text-align: center; margin: 20px 0;">S</div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">Division 审判庭</div> <div style="text-align: center;">Courtroom 审判室</div> </div> </div>
DEFENDANT(1): _____ 被告(1): _____ Address: _____ 地址: _____ City/State/Zip: _____ 市/州/邮编: _____ Phone: Home _____ Work _____ Cell _____ 电话: 住宅电话 工作电话 手机	
DEFENDANT(2): _____ 被告(2): _____ Address: _____ 地址: _____ City/State/Zip: _____ 市/州/邮编: _____ Phone: Home _____ Work _____ Cell _____ 电话: 住宅电话 工作电话 手机	
NOTICE, CLAIM AND SUMMONS TO APPEAR FOR TRIAL (Part 1) 参加庭审通知、要求与传票 (第 1 部分)	

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: _____
 如果被告为非自然人, 请通过网站 www.coloradosos.gov 确定接收本通知的注册代理人。填写该代理人的名称和地址。名称: _____
 地址: _____

1. The Defendant(s) is/are in the military service: Yes No Unknown
 被告正在服兵役: 是 否 不清楚
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
 被告在本县拥有住所、固定工作、业务处理场所或为本县学生, 或在本县内的不动产正面临因限制性条款或保证金纠纷引起的索赔。 是 否
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
 本人已知悉自身责任, 需由已满 18 岁且不属于本次诉讼当事方的个人在庭审前 15 日将本通知的“被告副本”送达各个被告, 随后向法院提交书面送达证明。 是 否
4. I am an attorney: Yes No
 本人是律师: 是 否

Notice and Summons to Appear for Trial
参加庭审通知与传票

To the Defendant(s):

致被告:

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.

根据安排, 请于_____ (日期) _____ (时间) 到文首所载法院地址参加本案庭审。携带辩护所需的所有书册和文件, 请证人随行。 **如不出庭, 判决可能对您不利。** 如您希望对索赔进行抗辩或提起反诉, 须在拟定的开庭日期或之前提交书面答辩状或书面反诉状并支付申请费 (不予退还)。

Dated: _____

日期: _____

Clerk of Court/Deputy Clerk
法院书记员/副院长书记员

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

原告索赔请求 (请在下方概括支持请求的依据。)

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).

被告欠本人_____美元 (包含罚款, 外加利息和法律允许的其他费用), 和/或应被要求归还财产、履行合同或撤销合同或遵守限制性条款, 原因如下。 (如请求归还财产, 请描述该要求归还的财产。)

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

注: 钱款、财产、强制履行或违反契约的补偿费用总价值不得超过 7,500.00 美元。

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.

本人声明, 上述内容均真实无误, 否则将根据科罗拉多州法律接受伪证罪的处罚。本人在本日历月内向本县任何小额索赔法院提起的索赔诉讼不超过 2 起, 本日历年内在本县提起的索赔诉讼不超过 18 起。

Dated: _____

日期: _____

Plaintiff's Signature
原告签字

Plaintiff's Signature
原告签字

Small Claims Court _____ County, Colorado 科罗拉多州 县小额索赔法院 Court Address: _____ 法院地址: _____	
PLAINTIFF(S): _____ 原告: _____ Address: _____ 地址: _____ City/State/Zip: _____ 市/州/邮编: _____ Phone: Home _____ Work _____ Cell _____ 电话: 住宅电话 工作电话 手机	▲ COURT USE ONLY ▲ 仅供法院使用 <hr/> Case Number: _____ 案件编号: _____ <div style="font-size: 2em; font-weight: bold; text-align: center;">S</div> Division _____ Courtroom _____ 审判庭 审判室
DEFENDANT(1): _____ 被告(1): _____ Address: _____ 地址: _____ City/State/Zip: _____ 市/州/邮编: _____ Phone: Home _____ Work _____ Cell _____ 电话: 住宅电话 工作电话 手机	
DEFENDANT(2): _____ 被告(2): _____ Address: _____ 地址: _____ City/State/Zip: _____ 市/州/邮编: _____ Phone: Home _____ Work _____ Cell _____ 电话: 住宅电话 工作电话 手机	
NOTICE, CLAIM AND SUMMONS TO APPEAR FOR TRIAL (Part 2) 参加庭审通知、要求与传票 (第 2 部分)	

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: _____
 如果被告为非自然人, 请通过网站 www.coloradosos.gov 确定接收本通知的注册代理人。填写该代理人的名称和地址。名称: _____
 地址: _____

5. The Defendant(s) is/are in the military service: Yes No Unknown
 被告正在服役: 是 否 不清楚
6. 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
 被告在本县拥有住所、固定工作、业务处理场所或为本县学生, 或在本县内的不动产正面临因限制性条款或保证金纠纷引起的索赔。 是 否
7. 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
 本人已知悉自身责任, 需由已满 18 岁且不属于本次诉讼当事方的个人在庭审前 15 日将本通知的“被告副本”送达各个被告, 随后向法院提交书面送达证明。 是 否
8. I am an attorney: Yes No
 本人是律师: 是 否

Notice and Summons to Appear for Trial
参加庭审通知与传票

To the Defendant(s):

致被告:

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.

根据安排, 请于_____ (日期) _____ (时间) 到文首所载法院地址参加本案庭审。携带辩护所需的所有书册和文件, 请证人随行。 **如不出庭, 判决可能对您不利。** 如您希望对索赔进行抗辩或提起反诉, 须在拟定的开庭日期或之前提交书面答辩状或书面反诉状并支付申请费 (不予退还)。

Dated: _____

日期: _____

Clerk of Court/Deputy Clerk
法院书记员/副院长书记员

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

原告索赔请求 (请在下方概括支持请求的依据。)

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).

被告欠本人_____美元 (包含罚款, 外加利息和法律允许的其他费用), 和/或应被要求归还财产、履行合同或撤销合同或遵守限制性条款, 原因如下。 (如请求归还财产, 请描述该要求归还的财产。)

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

注: 钱款、财产、强制履行或违反契约的补偿费用总价值不得超过 7,500.00 美元。

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.

本人声明, 上述内容均真实无误, 否则将根据科罗拉多州法律接受伪证罪的处罚。本人在本日历月内向本县任何小额索赔法院提起的索赔诉讼不超过 2 起, 本日历年内在本县提起的索赔诉讼不超过 18 起。

Dated: _____

日期: _____

Plaintiff's Signature
原告签字

Plaintiff's Signature
原告签字

You must complete and fill out a response and or counterclaim on reverse side of Defendant's copy and bring to Court.
务必完整填写被告副本背面的答辩状和/或反诉状并带至法院。

Defendant's Response (If responding, pay the appropriate filing fee). I do not owe the Plaintiff(s) or am not responsible to the Plaintiff(s) because:

被告答辩 (答辩需支付相应申请费。) 本人没有欠原告钱或不需要向原告负责, 因为:

Defendant's Counterclaim (If submitting a counterclaim, pay the appropriate filing fee).

被告反诉 (提交反诉状需支付相应申请费。)

The Plaintiff(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).

原告欠本人_____美元 (包含罚款, 外加利息和法律允许的其他费用), 和/或应被要求归还财产、履行合同或撤销合同或遵守限制性条款, 原因如下。 (如请求归还财产, 请描述该要求归还的财产。)

- The amount of my/our counterclaim does not exceed the jurisdictional amount of the Small Claims Court of \$7,500.00.
我(们)的反索赔金额不超过小额索赔法院的最大管辖金额 7,500.00 美元。
- The amount of my/our counterclaim exceeds the jurisdictional amount of the Small Claims Court, but I/we wish to limit the amount that I/we wish to recover from the Plaintiff to \$7,500.00.
我(们)的反索赔金额超过小额索赔法院的最大管辖金额, 但我(们)希望将想要向原告收回的金额降至 7,500.00 美元。
- The amount of my/our counterclaim exceeds the jurisdictional amount of the Small Claims Court, and I/we wish to have the case sent to County Court (only if I/we wish to limit the amount I/we can recover from the plaintiff to \$25,000.00) District Court (I /we do not wish to limit the amount I/we can recover from the Plaintiff(s)) and will pay the appropriate filing fee. I/we am/are filing a Notice of Removal and paying the appropriate filing fee to the Court at this time.
我(们)的反索赔金额超过小额索赔法院的最大管辖金额, 我(们)希望将案件移送至 县法院 (仅受理向原告追回金额不超过 25,000.00 美元的请求) 地区法院 (向原告追回的金额没有限制), 并且我(们)将支付相应申请费。我(们)目前正在提交管辖权转移通知并向法院支付相应申请费。

I am an attorney. Yes No

本人是律师。 是 否

I declare under penalty of perjury that this information is true and correct and that I mailed a copy of the Response/Counterclaim to the Plaintiff(s) at the address(es) stated on this form on _____ (date).

本人声明, 上述内容均真实无误, 并且已于_____ (日期) 将答辩状/反诉状副本邮寄至本表格所示的原告地址, 否则将接受伪证罪的处罚。

Defendant's Address
被告地址

Defendant's Signature 被告签字	Date 日期	Telephone #: 电话号码:	Home 住宅	Work 工作	Cell 手机
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Information for Defendants in Small Claims Cases

小额索赔案件被告须知

A. Filing Fees.

申请费。

Response without a counterclaim:

答辩不反诉:

◆ **Claim \$500.00 or less: \$26.00**
索赔金额不超过 500.00 美元: 26.00 美元

◆ **Claim over \$500.00 but less than \$7,500.00: \$41.00**
索赔金额超过 500.00 美元但不足 7,500.00 美元: 41.00 美元

Response with a counterclaim:

答辩并反诉:

- ◆ **If Plaintiff's claim is \$500.00 or less and counterclaim is \$500.00 or less: \$31.00**
原告索赔金额和被告反索赔金额不超过 500.00 美元: 31.00 美元
- ◆ **If Plaintiff's claim is more than \$500.00 or counterclaim is more than \$500.00: \$46.00**
原告索赔金额或被告反索赔金额超过 500.00 美元: 46.00 美元

B. Response. You have been served with a Summons. If you fail to appear on the trial date shown on this notice, judgment may be entered against you. If you wish to defend the claim or present a counterclaim, you must **file with the Court Clerk a written response or counterclaim** on or before the scheduled trial date, provide a copy to the Plaintiff(s), pay the appropriate **nonrefundable** filing fee, and appear on the date set for trial in this notice with all evidence and witnesses needed to establish your defense.

答辩。 您已收到传票。如果您没有在本通知所载开庭日期参加庭审, 判决可能对您不利。如您希望对索赔进行抗辩或提起反诉, 须在拟定的开庭日期或之前向法院书记员提交书面答辩状或反诉状并向原告提供副本, 支付相应申请费 (不予退还), 并带上辩护所需的所有证据和证人于本通知拟定开庭日期出庭。

C. Subpoenas. Upon your request, the clerk will issue a subpoena to require witnesses to appear or bring documents for your trial. It is your responsibility to complete the information needed on the subpoena and to have the subpoena served. Subpoenas must be served personally and may be served by a person over the age of 18 that is not a party to the case. Subpoenas must be accompanied by a check for payment of witness fees and mileage for any witnesses served.

作证传票。 书记员将应您的请求发出作证传票, 要求证人出庭或携带审理中您需要的文件。您需要填写作证传票上的信息并确保作证传票送达。作证传票须由本人送达, 或由 18 岁以上非案件当事方的个人送达。作证传票须附上支票用于支付证人费和任何收件证人的路费 (按英里计算)。

- D. Counterclaim.** If you have a claim against the Plaintiff(s), you must **file with the Court clerk** the Defendant's counterclaim at the top of this form, provide a copy of the counterclaim to the Plaintiff(s) prior to the trial, and pay the appropriate **nonrefundable** filing fee. If you settle your counterclaim before trial, notify the Small Claims Court and the Plaintiff(s) in writing. **If you want your case heard by a Court of greater jurisdiction, you must complete and file this form, pay the appropriate filing fee (County: Under \$999.99 = \$85.00; \$1,000 - \$14,999.99= \$105.00; \$15,000.00 - \$25,000 = \$135.00. District: \$235.00) and file a Notice of Removal (JDF 251) at least 7 days before the trial date shown on this Notice.**
- 反诉。** 如需对原告提起反诉, 须在审理前将本表最上方的被告反诉状提交给法院书记员并向原告提供反诉状副本, 并支付相应申请费(不予退还)。如在审理前就反诉达成和解, 需以书面形式通知小额索赔法院和原告。**如您希望案件交由管辖级别更高的法院审理, 必须填写并提交该表并支付相应申请费(县法院: 999.99 美元以下的反索赔金额为 85.00 美元; 1,000 - 14,999.99 美元的反索赔金额为 105.00 美元; 15,000.00 - 25,000 美元的反索赔金额为 135.00 美元。地区法院: 235.00 美元), 并在本通知所载开庭日期前至少 7 天提交管辖权转移通知 (JDF 251)。**
- E. Trial Responsibility.** You have a right to a trial. Bring all evidence necessary to establish your defense and/or counterclaim: books, papers, repair bills, photographs or other exhibits. If the suit involves the delivery of personal property, be prepared to deliver the property immediately after trial. Be on time. If you are late, the Court may enter judgment against you.
- 审理责任。** 您有权参加审理。携带您抗辩和/或反诉需要的所有书册、文件、补偿账单、照片或其他证据。如果诉讼涉及个人财产的交付, 请做好审理后立即交付财产的准备。务必准时。如您迟到, 法院可能做出对您不利的判决。
- F. Appeal.** If you wish to appeal, you must file your notice of appeal within 14 days of the judgment and proceed according to C.R.C.P 411.
- 上诉。** 如需上诉, 须在判决后 14 天内提交上诉通知书并按照《科罗拉多州民事诉讼规则》第 411 款的指示进行下一步。
- G. Judgment. The Court does not collect any judgment, but will help with the necessary forms.**
- Money Judgment.** If judgment is entered against you, you are expected to immediately pay the judgment, including filing fees and court costs. If the judgment is not paid immediately, you must answer questions about your assets and income and the other party can obtain a writ of garnishment or execution against your wages or property. Once the judgment is paid, you are entitled to have the judgment satisfied.
- Non-monetary Judgment.** If the Court orders immediate possession of the property, performance of a contract, setting aside of a contract or compliance with a restrictive covenant, your failure to comply with the Court order may result in an award of damages and/or being held in contempt.
- 判决。** 法院不就任何判决进行催讨, 但会帮助您完成必要的表格。
- 金钱给付判决。** 如果败诉, 您需要立即支付包括申请费和法院费用在内的审判费用。如不立即支付审判费用, 您必须回答关于资产和收入的问题, 对方可获得对您工资或财产的扣押令或执行令。支付审判费用即表明您认可判决结果。**非金钱判决。** 如您没有按照法院要求立即处理财产、履行合同、撤销合同或履行限制性条款, 法院可能要求您进行损害赔偿和/或裁定您藐视法庭。
- H. Case Inquiries.** When inquiring about this case, refer to the case number on this notice. Direct all inquiries to the clerk, not the judge or magistrate.
- 案件咨询。** 咨询案件时, 请提供本通知上的案件编号。所有咨询请咨询书记员, 请勿询问法官或治安法官。
- I. Attorney.** If you want to be represented by an attorney, you or your attorney must file a Notice of Representation of Attorney (JDF 256) at least 7 days before the trial date on this notice. Then the Plaintiff(s) may have representation by an attorney. If the Plaintiff(s) is/are an attorney, you also may be represented by an attorney without filing a notice of representation. Even if there are attorneys in the case, the rules and procedures of the Small Claims Court will still apply.
- 律师。** 如您希望由律师代理, 您或您的律师必须在本通知所载开庭日期前至少 7 日提交律师代理通知 (JDF 256)。原告也可以请律师代理。如果原告为律师, 您也可请律师代理且无需提交代理通知。即使案件有律师参加, 小额索赔法院的规则和程序仍然适用。
- J. Judicial Officer.** A magistrate or a judge may hear your case. If you want a judge to hear your case, you must file an Objection to a Magistrate Hearing Case (JDF 259) at least 7 days before the trial date set in this notice. The rules and procedures of the Small Claims Court will still apply.
- 审判员。** 您的案件可能由治安法官或法官审理。如您希望案件由法官审理, 需在本通知所载开庭日期前至少 7 日提交“拒绝治安法官审理案件”表格 (JDF 259)。小额索赔法院的规则和程序仍然适用。
- K. Language Interpreter.** If you or a witness requires a language interpreter to be present for hearings, you must contact the Managing Interpreter corresponding to the district in which the case will be heard at least 7 days before the trial date is set on this notice. A language interpreter may only interpret what is said between parties during a hearing and immediately prior to or after the hearing. A language interpreter may not provide legal advice or any other service that is not related to interpreting. Interpreters may not provide any services that may constitute a violation of the language interpreter's Code of Professional Responsibility. A current list of Managing Interpreters can be viewed at http://www.courts.state.co.us/Administration/Custom.cfm?Unit=interp&Page_ID=117.
- 语言口译员。** 如果您或证人需要语言口译员在审理现场, 您需要在在本通知所载开庭日期前至少 7 日联系案件审理地区的主管口译员。语言口译员在审理期间、审理前或后立即翻译, 仅翻译双方表述内容。语言口译员不提供法律建议或其他与口译无关的服务。口译员不提供任何可能违反语言口译员职业守则的服务。当前主管口译员名单请于 http://www.courts.state.co.us/Administration/Custom.cfm?Unit=interp&Page_ID=117 查看。

Small Claims Court _____ County, Colorado 科罗拉多州 县小额索赔法院 Court Address: _____ 法院地址: _____	
PLAINTIFF(S): _____ 原告: _____ Address: _____ 地址: _____ City/State/Zip: _____ 市/州/邮编: _____ Phone: Home _____ Work _____ Cell _____ 电话: 住宅电话 工作电话 手机 v. 诉 DEFENDANT(1): _____ 被告(1): _____ Address: _____ 地址: _____ City/State/Zip: _____ 市/州/邮编: _____ Phone: Home _____ Work _____ Cell _____ 电话: 住宅电话 工作电话 手机 DEFENDANT(2): _____ 被告(2): _____ Address: _____ 地址: _____ City/State/Zip: _____ 市/州/邮编: _____ Phone: Home _____ Work _____ Cell _____ 电话: 住宅电话 工作电话 手机	<div style="text-align: center;"> <p>▲ COURT USE ONLY ▲</p> <p>仅供法院使用</p> <hr/> <p>Case Number: _____ 案件编号: _____</p> <p style="font-size: 2em; font-weight: bold; margin: 20px 0;">S</p> <p>Division _____ Courtroom _____ 审判庭 审判室</p> </div>
NOTICE, CLAIM AND SUMMONS TO APPEAR FOR TRIAL (Part 3) 参加庭审通知、要求与传票 (第 3 部分)	

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: _____
 如果被告为非自然人, 请通过网站 www.coloradosos.gov 确定接收本通知的注册代理人。填写该代理人的名称和地址。名称: _____
 地址: _____

1. The Defendant(s) is/are in the military service: Yes No Unknown
 被告正在服兵役: 是 否 不清楚
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
 被告在本县拥有住所、固定工作、业务处理场所或为本县学生, 或在本县内的不动产正面临因限制性条款或保证金纠纷引起的索赔。 是 否
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
 本人已知悉自身责任, 需由已满 18 岁且不属于本次诉讼当事方的个人在庭审前 15 日将本通知的“被告副本”送达各个被告, 随后向法院提交书面送达证明。 是 否
4. I am an attorney: Yes No
 本人是律师: 是 否

Notice and Summons to Appear for Trial
参加庭审通知与传票

To the Defendant(s):

致被告:

You are scheduled to have your trial in this case on (date) _____ (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.

根据安排, 请于_____ (日期) _____ (时间) 到文首所载法院地址参加本案庭审。携带辩护所需的所有书册和文件, 请证人随行。 **如不出庭, 判决可能对您不利。** 如您希望对索赔进行抗辩或提起反诉, 须在拟定的开庭日期或之前提交书面答辩状或书面反诉状并支付申请费 (不予退还)。

Dated: _____

日期: _____

Clerk of Court/Deputy Clerk
法院书记员/副院长书记员

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

原告索赔请求 (请在下方概括支持请求的依据。)

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).

被告欠本人_____美元 (包含罚款, 外加利息和法律允许的其他费用), 和/或应被要求归还财产、履行合同或撤销合同或遵守限制性条款, 原因如下。 (如请求归还财产, 请描述该要求归还的财产。)

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

注: 钱款、财产、强制履行或违反契约的补偿费用总价值不得超过 7,500.00 美元。

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.

本人声明, 上述内容均真实无误, 否则将根据科罗拉多州法律接受伪证罪的处罚。本人在本日历月内向本县任何小额索赔法院提起的索赔诉讼不超过 2 起, 本日历年内在本县提起的索赔诉讼不超过 18 起。

Dated: _____

日期: _____

Plaintiff's Signature
原告签字

Plaintiff's Signature
原告签字

INFORMATION FOR PLAINTIFFS IN SMALL CLAIMS CASES
小额索赔案件原告须知

A. FILING. You may file your claim in this Court if:

提交索赔请求。 如有下述情况，您可以向法院提交索赔请求：

1. Your claim is for money, property, specific performance or rescission of a contract, or enforcement of a restrictive covenant that does not exceed \$7,500.00. You may reduce a larger claim and waive the balance. You cannot divide a claim and file two separate cases.
您的索赔有关金钱、财产、强制履行或撤销合同，或执行限制性条款，且金额不超过 7,500.00 美元。如果超过，超出部分金额需要放弃。不得将一起索赔诉讼拆分为两起。
2. At least one of the parties you sue resides, is regularly employed, has an office for the transaction of business, or is a student in this county, or they own rental property in the county that is the subject of this claim.
您起诉的当事方中至少有一方在本县拥有住所、固定工作、业务处理场所或为本县学生，或在本县拥有与本索赔相关的租赁房屋。
3. You pay the clerk one of the following **NONREFUNDABLE** filing fees.
须向书记员支付以下不予退还的申请费。

◆ Claim \$500.00 or less: <i>索赔金额不超过 500.00 美元：</i>	\$31.00 <i>31.00 美元</i>
◆ Claim over \$500.00 but less than \$7,500.00: <i>索赔金额超过 500.00 美元但不足 7,500.00 美元：</i>	\$55.00 <i>55.00 美元</i>

B. SERVICE. This notice to appear must be served at least 15 days prior to the trial on each Defendant. It may be served by:

文书送达。 本出庭通知须在开庭日期前至少 15 日送达各个被告。可由以下人员或方式送达：

1. Any person whose age is 18 years or older and who is not a party to this action.
任何 18 岁以上非本诉讼当事方的个人。
2. Sheriff or process server.
县郡治安官或传票送达员。
3. Certified Mail that is mailed by the clerk. You must deposit the cost for certified mail in advance.
书记员寄出的挂号信。您须提前支付挂号信的邮费。

C. SETTLEMENT. If you settle your claim before trial, you must notify the Small Claims Court and Defendant in writing.
和解。 如审理前就索赔达成和解，须以书面形式通知小额索赔法院和被告。

D. SUBPOENAS. Upon your request, the clerk will issue a subpoena to require witnesses to appear or bring documents for your trial. It is your responsibility to complete the information needed on the subpoena and to have the subpoena served. Subpoenas must be served personally and may be served by a person over the age of 18 that is not a party to the case. Subpoenas must be accompanied by a check for payment of witness fees and mileage for any witnesses served.
作证传票。 书记员将应您的请求发出作证传票，要求证人出庭或携带审理中您需要的文件。您需要填写作证传票上的信息并确保作证传票送达。作证传票须由本人送达，或由 18 岁以上非案件当事方的个人送达。作证传票须附上支票用于支付证人费和任何收件证人的路费（按英里计算）。

E. TRIAL RESPONSIBILITY. You have a right to a trial. Bring all evidence necessary to prove your case: books, papers, repair bills, photographs or other exhibits. Be on time. If you are late or do not appear, the Court may enter judgment in favor of the Defendant and against you if the Defendant filed a counterclaim.
审理责任。 您有权参加审理。携带能够证明自身观点的所有证据：书册、文件、补偿账单、照片或其他证据。务必准时。如果您迟到或缺席，倘若被告提起反诉，法院可能作出对被告有利、对您不利的判决。

F. APPEAL. If you wish to appeal, you must file your notice of appeal within 14 days of the judgment and proceed according to C.R.C.P. 411.

上诉。 如需上诉，须在判决后 14 天内提交上诉通知书并按照《科罗拉多州民事诉讼规则》第 411 款的指示进行下一步。

G. JUDGMENT. THE COURT DOES NOT COLLECT ANY JUDGMENT, but will help with the necessary forms.

金钱 Judgment. If judgment is entered in favor of the Defendant and against you, you are expected to immediately pay the judgment, including filing fees and court costs. If the judgment is not paid immediately, you must answer questions about your assets and income and the other party can obtain a writ of garnishment or execution against your wages or property. Once the judgment is paid, you are entitled to have the judgment satisfied.

Non-monetary Judgment. If the Court orders immediate possession of the property, performance of a contract, setting aside of a contract or compliance with a restrictive covenant, failure to comply with the Court order may result in an award of damages and or being held in contempt.

判决。 法院不就任何判决进行催讨，但会帮助您完成必要的表格。

金钱给付判决。 如果判决对被告有利，您败诉，您需要立即支付包括申请费和法庭费用在内的审判费用。如不立即支付审判费用，您必须回答关于资产和收入的问题，对方可获得对您工资或财产的扣押令或执行令。支付审判费用即表明您认可判决结果。

非钱款判决。 如您没有按照法院要求立即处理财产、履行合同、撤销合同或履行限制性条款，法院可能要求您进行损害赔偿和/或裁定您藐视法庭。

H. CASE INQUIRIES. When inquiring about this case, refer to the case number on the other side of this document. Direct all inquiries to the clerk, not the judge or magistrate.

案件咨询。 咨询案件时, 请提供本文件背面的案件编号。 所有咨询请询问书记员, 请勿询问法官或治安法官。

I. ATTORNEY. If the Defendant(s) want(s) to be represented by an attorney, the Defendant(s) or attorney must file a Notice of Representation of Attorney (JDF 256) at least 7 days before the trial date on this notice. Then, you may have representation by an attorney. If either party is an attorney, the other party may be represented by an attorney without filing a notice of representation. Even if there are attorneys in the case, the rules and procedures of the Small Claims Court will still apply.

律师。 如被告希望由律师代理, 被告或被告律师必须在本通知所载开庭日期前至少 7 日提交律师代理通知 (JDF 256)。 您也可以请律师代理。 如果一方为律师, 另一方请律师代理时无需提交代理通知。 即使案件有律师参加, 小额索赔法院的规则和程序仍然适用。

J. JUDICIAL OFFICER. A magistrate or judge may hear your case. If you want a judge to hear your case, you must file an Objection to a Magistrate Hearing Case (JDF 259) at least 7 days before the trial date set in this notice. The rules and procedures of the Small Claims Court will still apply.

审判员。 您的案件可能由治安法官或法官审理。 如您希望案件由法官审理, 需在本通知所载开庭日期前至少 7 日提交“拒绝治安法官审理案件”表格 (JDF 259)。 小额索赔法院的规则和程序仍然适用。

K. Language Interpreter. If you or a witness requires a language interpreter to be present for hearings, you must contact the Managing Interpreter corresponding to the district in which the case will be heard at least 7 days before the trial date is set on this notice. A language interpreter may only interpret what is said between parties during a hearing and immediately prior to or after the hearing. A language interpreter may not provide legal advice or any other service that is not related to interpreting. Interpreters may not provide any services that may constitute a violation of the language interpreter's Code of Professional Responsibility. A current list of Managing Interpreters can be viewed at:

http://www.courts.state.co.us/Administration/Custom.cfm?Unit=interp&Page_ID=117.

语言口译员。 如果您或证人需要语言口译员在审理现场, 您需要在本通知所载开庭日期前至少 7 日联系案件审理地区的主管口译员。 语言口译员在审理期间、 审理前或后立即翻译, 仅翻译双方表述内容。 语言口译员不提供法律建议或其他与口译无关的服务。 口译员不提供任何可能违反语言口译员职业守则的服务。 当前主管口译员名单请于该网站查看:

http://www.courts.state.co.us/Administration/Custom.cfm?Unit=interp&Page_ID=117。

Small Claims Court _____ County, Colorado 科罗拉多州 _____ 县小额索赔法院 Court Address: _____ 法院地址: _____	
PLAINTIFF(S): _____ 原告: _____ Address: _____ 地址: _____ City/State/Zip: _____ 市/州/邮编: _____ Phone: Home _____ Work _____ Cell _____ 电话: 住宅电话 _____ 工作电话 _____ 手机 _____ v. 诉	▲ COURT USE ONLY ▲ 仅供法院使用 <hr/> Case Number: _____ 案件编号: _____ <div style="font-size: 2em; font-weight: bold; text-align: center;">S</div> Division _____ Courtroom _____ 审判庭 _____ 审判室 _____
DEFENDANT(1): _____ 被告(1): _____ Address: _____ 地址: _____ City/State/Zip: _____ 市/州/邮编: _____ Phone: Home _____ Work _____ Cell _____ 电话: 住宅电话 _____ 工作电话 _____ 手机 _____	
DEFENDANT(2): _____ 被告(2): _____ Address: _____ 地址: _____ City/State/Zip: _____ 市/州/邮编: _____ Phone: Home _____ Work _____ Cell _____ 电话: 住宅电话 _____ 工作电话 _____ 手机 _____	
NOTICE, CLAIM AND SUMMONS TO APPEAR FOR TRIAL (Part 4) 参加庭审通知、要求与传票 (第 4 部分)	

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: _____
 如果被告为非自然人, 请通过网站 www.coloradosos.gov 确定接收本通知的注册代理人。填写该代理人的名称和地址。名称: _____
 地址: _____

1. The Defendant(s) is/are in the military service: Yes No Unknown
 被告正在服兵役: 是 否 不清楚
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
 被告在本县拥有住所、固定工作、业务处理场所或为本县学生, 或在本县内的不动产正面临因限制性条款或保证金纠纷引起的索赔。 是 否
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
 本人已知悉自身责任, 需由已满 18 岁且不属于本次诉讼当事方的个人在庭审前 15 日将本通知的“被告副本”送达各个被告, 随后向法院提交书面送达证明。 是 否
4. I am an attorney: Yes No
 本人是律师: 是 否

Notice and Summons to Appear for Trial
参加庭审通知与传票

To the Defendant(s):

致被告:

You are scheduled to have your trial in this case on (date) _____ (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.

根据安排, 请于(日期) _____ (时间) _____ 到文首所载法院地址参加本案庭审。携带辩护所需的所有书册和文件, 请证人随行。 **如不出庭, 判决可能对您不利。** 如您希望对索赔进行抗辩或提起反诉, 须在拟定的开庭日期或之前提交书面答辩状或书面反诉状并支付申请费(不予退还)。

Dated: _____

日期: _____

Clerk of Court/Deputy Clerk
法院书记员/副院长书记员

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

原告索赔请求 (请在下方概括支持请求的依据。)

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).

被告欠本人 _____ 美元 (包含罚款, 外加利息和法律允许的其他费用), 和/或应被要求归还财产、履行合同或撤销合同或遵守限制性条款, 原因如下。 (如请求归还财产, 请描述该要求归还的财产。)

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

注: 钱款、财产、强制履行或违反契约的补偿费用总价值不得超过 7,500.00 美元。

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.

本人声明, 上述内容均真实无误, 否则将根据科罗拉多州法律接受伪证罪的处罚。本人在本日历月内向本县任何小额索赔法院提起的索赔诉讼不超过 2 起, 本日历年内在本县提起的索赔诉讼不超过 18 起。

Dated: _____

日期: _____

Plaintiff's Signature
原告签字

Plaintiff's Signature
原告签字

AFFIDAVIT OF SERVICE

送达宣誓书

(Must be returned to Court)

(必须交还法院)

I swear/affirm under oath that I am 18 years or older and not a party to the action, and that I served the **Notice, Claim, and Summons to Appear for Trial (JDF 250)** on the following:

本人保证/确认已满 18 岁且不属于诉讼任何一方, 本人已送达**参加庭审通知、要求与传票 (JDF 250)**, 特此发誓。送达信息如下:

Name of Person Served
收件人姓名

Date and Time of Service
送达日期和时间

Address of Service
收件地址
(Street, County, City, State)
(街, 县, 市, 州)

Check type of Service:

勾选送达类型:

- By handing the documents to a person identified to me as the Defendant.
向本人认定是被告的人递交文件。
- By identifying the documents, offering to deliver them to a person identified to me as the Defendant who refused service, and then leaving the documents in a conspicuous place.
发现文件并主动派送至本人认定是被告的人, 但该人拒收, 随后本人将文件放于显眼位置。
- By leaving the documents at the Defendant's usual place of abode with _____ (Name of Person) who is a member of the Defendant's family and whose age is 18 years or older. (Identify family relationship) _____.)
到被告常居地, 将文件交予 _____ (人名), 该人为被告的家庭成员且已满 18 岁。(确认家庭关系 _____。)
- By leaving the documents at the Defendant's usual workplace with _____ (Name of Person) who is the Defendant's secretary, administrative assistant, bookkeeper, or managing agent. (Circle title of person served.)
到被告常去的工作地点, 将文件交予 _____ (人名), 该人为被告的秘书、行政助理、文件管理人或经理。(圈出接收人的职务。)
- By leaving the documents with _____ (Name of Person), who as _____ (title) is authorized by appointment or by law to receive service of process for the Defendant.
将文件交予 _____ (人名), 该人为 _____ (职务), 经委任或法律授权可代被告接收文书。
- By leaving the documents with an officer, partner, manager, stockholder, elected official or functional equivalent pursuant to C.R.C.P. 304 _____ (please identify) of the corporation or non-corporate entity which was to be served. (Circle title of person who was served.)
将文件交予需要送达公司或非公司实体的高级职员、合伙人、经理、股东或根据《科罗拉多州民事诉讼规则》第 304 款 _____ (请确定) 所选的对应公务或职能人员。(圈出接收人的职务。)
- By serving the documents as follows (other service under C.R.C.P. 304: _____)
通过以下方式送达文书 (《科罗拉多州民事诉讼规则》第 304 款规定的其他送达方式):

I have charged the following fees for my services in this matter:

本次派送我已收取以下费用。

Private process server
私人传票送达员

Sheriff, _____ County
县治安官

Fee \$ _____ Mileage \$ _____
费用 美元 按英里支付的交通补贴 美元

Signature of Process Server
传票送达员签字

Name (Print or type)
姓名 (打印或手写)

Subscribed and affirmed, or sworn to before me in the County of _____, State of _____, this _____ day of _____, 20_____.
在本人面前申请、确认或宣誓，地点为_____州_____县，时间为 20____年_____月_____日。

My Commission Expires: _____
我的公证期限至:

Notary Public
公证人

CERTIFICATE OF SERVICE BY MAILING
邮寄送达回证

(To be performed by Clerk within three days of filing)
(提交后 3 日内由书记员执行)

I hereby certify that on _____(date), I mailed a true and correct copy of the **NOTICE, CLAIM, AND SUMMONS TO APPEAR FOR TRIAL**, by placing it in the United States Mail, postage pre-paid to the Defendant(s) at the address(es) listed above.

本人特此证明，本人于_____ (日期) 通过美国邮政将真实正确的**参加庭审通知、声明与传票**的副本邮寄至以上所载地址给所载被告，邮费已预付。

Clerk of Court/Deputy Clerk
法院书记员/副院长书记员

(If applicable) Plaintiff(s) notified of non-service on (date) _____. Clerk's Initials _____
(如适用) 原告在_____ (日期) 提交并未收到文书的通知。_____ 书记员姓名首字母