

COUNTY CIVIL CASE?

Please Click on the Form below that you may need to file with the Court for your case: (other forms may be found in the “Forms” section of the judicial website at www.coloradojudicial.gov)

MONEY--
ANSWER
FORM

BLANK
MOTION

WAIVE THE
FILING FEE

MOTION TO
SET ASIDE
JUDGMENT

EVICITION--
ANSWER
FORM

EVICITION--
UNLIVABLE
CONDITIONS

PROTECTION
ORDER

Have you received a summons in either a county civil money case or an eviction case?

The Court encourages the parties speak with one another to see if any of the issues in the case can be resolved. The contact information for the opposing party or his/her/its attorney may be found on the Complaint you received.

NEITHER PARTY IS REQUIRED TO APPEAR IN PERSON at the date and time listed on the summons. There is NO court hearing on this initial date.

You do not need to file an Answer (a document filed by the Defendant to respond to the allegations in the complaint and to state any claims against the Plaintiff that the Defendant might have) UNLESS you do not agree with the claim. If you disagree with the claim, you must file a written Answer on or before the date listed on the Summons. If you do not file an Answer on or before the date listed in the Summons, the Court may enter a judgment against you for the relief requested in the Complaint.

An Answer must be filled out completely including your name, case number, email address and phone number if you have them. You must also indicate a legal defense to the claim stated in the Complaint. Finally, you must send a copy to the other side.

You may use any of the following methods to file your Answer and pay the filing fee with the Court:

1. Attach your completed answer form and send to the Court via email to the following address: Douglasclerk@judicial.state.co.us. Please be aware that pleadings must be in WORD or PDF format only and must be scanned in properly. Be prepared for further instructions via email as to how to pay your filing fee. Your answer is not accepted and filed into the case until fees are paid.

2. Send your Answer and filing fee via US Mail to be sure it reaches the Court prior to the summons return date to the following address: 4000 Justice Way, Castle Rock, CO 80109. PLEASE DO NOT SEND CASH. You may check our website for filing fees associated with filings.
3. File at the Courthouse located at 4000 Justice Way, Castle Rock, CO 80109. The Court will contact you regarding next steps through a written Order via USPS.

FAQ's

Q What are the Court hours for filing?

A: The Clerk of Court window is open 7:30-4:30 Monday through Friday.

Eviction cases – You may efile your answer by going to this link:

<https://coloradojudicial.gov/e-filing-non-attorneys>

Q: I don't understand how to fill out this form?

A: If you have questions about what information a form is asking for, please email 23selfhelp@judicial.state.co.us or call us at 720-437-6112. We cannot tell you what to put on a form, but we can explain the question.