

**Parties to Arapahoe County Court Civil matters, take notice:**

The Plaintiff in this case has initiated a lawsuit against the Defendant in this case. A summons return date and time has been set and will be docketed with the court.

**NEITHER PARTY IS REQUIRED TO APPEAR IN PERSON AT THE DATE AND TIME LISTED ON THE SUMMONS. HOWEVER, ACTION IS REQUIRED BY THE NAMED DEFENDANT IF THE DEFENDANT WISHES TO CONTEST THE CLAIMS BROUGHT IN THE COMPLAINT** (please read the instructions below).

The parties are strongly encouraged to speak with one another prior to the date listed on the Summons to see if any of the issues arising out of the case can be resolved. The contact information for the opposing party or his/her/their attorney may be found on the Complaint itself.

To the Defendant: If you dispute the claim, you must file a written Answer on or before the date listed on the Summons with which you may have been served. 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. The Answer form attached to the complaint must be filled out completely, including your name, case number, a good email address, and phone number, if you have them. Finally, you must also set forth a legal defense to the claim stated in the Complaint.

You may use any of the following methods to file your Answer with the Court:

1. Send your Answer by email to the following address:  
[ACJCClerk@Judicial.State.CO.US](mailto:ACJCClerk@Judicial.State.CO.US), on the subject line please indicate "Littleton Answer" for faster processing. Once the Court receives your Answer, a clerk will contact you using the email address listed on your Answer to send a link for you to pay via credit card online.
2. Send your Answer and filing fee via US Mail to the following address 1790 W. Littleton BLVD., Littleton Colorado, 80120. PLEASE DO NOT SEND CASH. You may check the below website for filing fees associated with filings.
3. If an attorney is filing the Answer for you, your attorney will utilize the CCES computer system.
4. File at the Arapahoe County Courthouse in Littleton located at 1790 W. Littleton BLVD., Littleton Colorado, 80120.

Upon your timely filing of an Answer, court staff will contact you by email or phone to set for future proceedings.

FOR MORE INFORMATION, YOU MAY VISIT THE COURTS WEBSITE AT:

<https://www.coloradojudicial.gov/courts/trial-courts/arapahoe-county>