

# NOTICE REGARDING COUNTY CIVIL MONEY CASES IN DOUGLAS COUNTY COURT

Important – Please Read Carefully

The information below pertains to County Court Civil (C) cases only.  
The information below does not pertain to Small Claims (S) or District Civil (CV) cases.

**To all Defendants in civil cases where a money judgment is being sought:** You are the defendant/respondent in this case. You have this paperwork because you are being sued and the plaintiff is seeking a monetary judgment against you. The date and time listed on your Summons is a deadline, it is not a court date. You can take action before the deadline.

**Here Are Some Options You Have:** Please note, the below information is being provided as a courtesy to assist you. This information is not intended to be legal advice and does not include every possible defense.

<b>Option 1 - DO NOTHING</b>	<b>Option 2- REACH AN AGREEMENT</b>	<b>Option 3 - FILE AN ANSWER/RESPONSE</b>
<p>If you don't do anything, after your Summons date has passed, the plaintiff may request an order for default judgment from the court.</p> <p>If a judgement is granted by the Court, the plaintiff may proceed with the collection of the judgment. This could include garnishment on your wages, bank accounts, or seizure of assets.</p>	<p>You can contact the plaintiff or the plaintiff's attorney to try to reach an agreement. The contact information for the plaintiff or their attorney is listed on the upper left-hand side of the first page of the Summons and Complaint you received.</p> <p>The plaintiff or their attorney is not required to reach an agreement with you and the Court cannot make the plaintiff or their attorney communicate or come to an agreement with you.</p>	<p>If you do not believe that you owe this debt, file an answer/response on or before your Summons date. You have until the end of business (4:30 PM) to file your answer/response with the Court.</p> <p>When you file an Answer/response, there is a filing fee (see chart below to determine the filing fee amount) or you must complete a Motion to File without Payment of Filing Fee. With your answer/response, you are asking for a trial/hearing and for the facts and the evidence to be heard by a judicial officer.</p>

**Read this entire document before filing an Answer/response:**

1. To file an Answer/response, complete the Answer form you received. Forms can also be found at the Court's website at <https://www.coloradojudicial.gov/self-help-forms>
2. File your answer/response A) in person or B) via U.S. mail addressed to the Clerk of Court at 4000 Justice Way, Ste. 2009, Castle Rock, CO 80109. The Answer must arrive at the court before your Summons date. Your answer/response must be filed with A) either the filing fee in the form of a check or money order payable to the Clerk of Court or B) a completed fee waiver and application.
3. If you are requesting to file an Answer/response for free, you will have to submit the fee waiver paperwork.
4. **INCLUDE A TELEPHONE NUMBER AND E-MAIL ON YOUR ANSWER.**
5. Filing fees for an answer are not refundable.
6. After your answer/response is filed, it will be reviewed by the judicial officer. You will receive an Order advising on how to proceed.
7. Regardless of if your hearing is virtual or in person, if you do not attend, a default judgment will be entered against you, and you will be evicted.
8. **If you are disconnected or if there is a technology failure, you can contact the court at 720-437-6190 or [23Doug-DivF@judicial.state.co.us](mailto:23Doug-DivF@judicial.state.co.us) .**

**Answer/Response Filing Fees:**

Claims for:	Fee No Counterclaim	Fee With Counterclaim
\$0 to \$999.99	\$80	\$84
\$1,000.00 to \$14,999.99	\$100	\$104
\$15,000 to \$25,000.00	\$130	\$134
<b>Additional Fees:</b>		
Jury Demand	\$98	

**Frequently Asked Questions and Answers:**

- 1. If you just need more time:** the judicial officer has no authority to give you more time to pay. Requesting more time on your answer/response is not a defense and will not stop a judgment from being ordered. The Court cannot grant you more time because of late payments or partially unpaid debt due to job loss, illness, Covid, or any other reason, even if you are disabled or have children. No continuances are allowed unless the plaintiff or plaintiff's attorney agrees.
- 2. If you think you were not properly served:** if you wish to go to trial to challenge the judgment because you think you were improperly served, you must write that in your Answer/response or file a written motion with the Court before the day of your scheduled trial asking the Court to decide if service was correctly made.
- 3. If you want a jury trial:** the request for a jury trial must be stated in your Answer/response. Please note the additional Jury Demand Fee listed above.
- 4. If you need more time to find an attorney:** Colorado law does not allow continuances to give you time to find an attorney. You are not entitled to a court-appointed/free attorney.

**Still have questions?** You can contact our Self-Help Center at [23SelfHelp@judicial.state.co.us](mailto:23SelfHelp@judicial.state.co.us) or call at 720-437-6112 for questions. Please be aware that no employee of the Court can give you legal advice.