

This motion and attachment are provided for illustrative purposes only.

<p>Colorado Court of Appeals¹ 2 East 14th Avenue Denver, CO 80203</p> <hr/> <p>Appeal from: Industrial Claim Appeals Office (ICAO) Docket/Case Number: DD 7777-2017.²</p> <hr/> <p>Petitioner: Cinderella,³ V. Respondents: Industrial Claim Appeals Office, and Step-Parent Caretakers, LLC.⁴</p> <hr/> <p>Filing Party Name: M. Deville for Step-Parent Caretakers⁵ Address: 456 Country Rd. Durango, CO 81301 Phone: 719-666-6666 E-Mail: Timeandagain@gmail.com</p>	<p>▲ FOR COURT USE ▲</p> <hr/> <p>Court of Appeals Case Number: ⁶ 17CA88888</p>
<p>{SAMPLE} Motion to File Without an Attorney⁷</p>	

I respectfully request the Court of Appeals to allow Madame Deville to file on behalf of the company, even though she is not a licensed attorney.⁸

¹ This page is called the Case Caption. This section of the caption contains the mailing and physical address of the Court of Appeals. You may file your motion by mail or by delivering it in person.

² Enter the case or docket number used by the agency.

³ The Petitioner is the person who is bringing the appeal.

⁴ The Respondents are the parties who will respond to the appeal. The ICAO will always be a Respondent.

⁵ This section contains your name and contact information.

⁶ Enter the Court of Appeals case number.

⁷ Title the document "Motion to File Without an Attorney."

⁸ The first sentence specifically states what you are requesting.

A company may appear without an attorney if it is closely held, the amount in controversy is under \$15,000, and the person filing is authorized to do so by the company. Colorado Revised Statute (C.R.S.) § 13-1-127(2).⁹

In this case, Stepparent Caretakers is owned by three individuals and therefore is considered closely held. Id.¹⁰ See Attachment 1.¹¹ The amount in controversy in this case is \$12,700 which is under the \$15,000 threshold. Id. at 127(2)(a). And finally, Madame Deville is vested with the management of the LLC, making her authority to represent the company presumed. Id. at 127(2.3)(c). She is also authorized to represent the company by its bylaws. Id. at 127(c). See Attachment 1.¹²

Therefore, I request that the Court of Appeals allow Madame Deville to file on behalf of the company, and that the company may appear without a licensed attorney.¹³

Dated: July 16, 2017

Respectfully submitted,

Signature: *M. Deville*

Print Name: Madame Deville

⁹ This paragraph states the law that factors into the Court of Appeals decision, and gives a citation for that law.

¹⁰ “Id.” is a citation shorthand. It informs the reader that this citation is the same as the previous citation (C.R.S. § 13-1-127). “Id. at ___” tells the reader that this citation is the same as the last, but in a slightly different section, or on a slightly different page.

¹¹ Reference any attachments in the body of the motion. You will need to attach evidence that you are authorized to represent the company in court.

¹² This paragraph states the relevant facts and applies the law to these facts.

¹³ This paragraph concludes with what you are requesting the Court of Appeals to do.

Certificate of Service¹⁴

I certify that on (date) July 16, 2017¹⁵

I { mailed}, or { hand delivered}

this motion to the Court of Appeals and mailed copies to the people listed below:

(You must send a copy to each party. If a party has a lawyer, send the copy to the lawyer)

Industrial Claim Appeals Office

633 17th St., Suite 200

Denver, CO 80202-3660

Colorado Attorney General

1300 Broadway, 6th Floor

Denver, Colorado 80203

Other Parties¹⁶ (For example, the employer if you are the claimant, or claimant if you are the employer):

Name: Cinderella

Street Address: 123 Palace Ave.

City: Durango State: CO Zip: 81301

Space for other parties served:

Signature:¹⁷ *M. Deville*

Print Name: Madame Deville

¹⁴ This page lets the Court of Appeals know to whom you sent a copy of this document and attachments.

¹⁵ This is the date that you mailed or delivered a copy to the other parties in the case.

¹⁶ Because the petitioner in this case does not have an attorney, the copy of the Motion goes directly to the party. If a party has an attorney, then the copy would go to the attorney.

¹⁷ Make sure to sign this page.

Stepparent Caretakers, LLC
Bylaws
Last Amended: September 17, 2015

1. Name: The company name shall be changed from Enchanted Caretakers to Stepparent Caretakers as of June 1, 2013.
2. Ownership: The company is owned by Madame Deville, and her two daughters, Gruzelda and Figgylee Deville. Ownership in the company may not be sold, unless there is a unanimous vote of all the owners.
3. Management: The management of the company will be vested in a Manager. The manager of the company is Madame Deville as of August 17, 2015.¹⁸
 - a. Madame Deville, as manager, may represent the company in court as allowed by law.¹⁹
4. Operations: The Manger has hiring and firing authority over employees and independent contractors. She may also have the power to contract on behalf of the company. She may also make day to day operating decisions.
5. Amendments: Amendments to these bylaws may be made by a vote of a quorum of the company's owners. A change may be approved by a majority of the owners. A quorum shall be considered all of the company's owners.

So adopted on September 17, 2015, by the owners.

Madame Deville
Owner

Gruzelda Deville
Owner

FIGGYLEE DEVILLE
Owner

*Attachment 1*²⁰

¹⁸ Certain positions in a company are assumed to have the authority to represent the entity in court. Your attachment needs to show that you hold one of those positions.

¹⁹ If you don't hold one of the assumed positions, then you must show that your position, within the company, has the authority to file in court.

²⁰ Number your attachments. Make sure that the number you assigned your attachment matches the number you referenced in your motion.