

**CAPTION FOR DOCUMENTS FILED BY SELF-REPRESENTED PARTY WITHOUT
ACCESS TO WORD-PROCESSING SYSTEM**

Name of Court in which proceeding is filed

Case Number

Court Address:

[Nature of Proceeding; Name of Court(s), Agency, or Board below; and Lower Court Judge(s)
and Case Number(s)]

Designation and Name of Party*

v.

Designation and Name of Party*

Self-Represented Party (Name & Address):

Phone Number:

FAX Number:

E-mail:

Document Title

*Parties in the Court of Appeals should be designated and aligned as in the referring court or agency; in the Supreme Court they should be aligned by initiating party.

Examples:

Court of Appeals:

Plaintiff-Appellee,
People of the State of Colorado

v.

Defendant-Appellant
Jane Doe

Supreme Court:

Petitioner
Jane Doe

v.

Respondent
People of the State of Colorado