

# SMALL CLAIMS

Forms and instructions can be found on our website:

[www.courts.state.co.us](http://www.courts.state.co.us)

# STEP 1: CAPTION

- Write down “Larimer” next to county
- Write down the court address  
(201 La Porte Ave, Fort Collins, CO 80521)
- Write down the name, address and phone number of the Plaintiff(s)
- Write down the name, address and phone number of **each** Defendant

Small Claims Court _____ County, Colorado Court Address: _____	
<b>PLAINTIFF(S):</b> _____ Address: _____ City/State/Zip: _____ Phone: Home _____ Work _____ Cell _____	
v. <b>DEFENDANT(1):</b> _____ Address: _____ City/State/Zip: _____ Phone: Home _____ Work _____ Cell _____	
<b>DEFENDANT(2):</b> _____ Address: _____ City/State/Zip: _____ Phone: Home _____ Work _____ Cell _____	
<b>▲ COURT USE ONLY ▲</b>	
Case Number: _____	
<b>S</b>	
Division      Courtroom	
<b>NOTICE, CLAIM AND SUMMONS TO APPEAR FOR TRIAL (Part 1)</b>	

## **STEP 2: Registered Agent**

**If the defendant is not a person, and is a business you will need the registered agent's name and address**



If Defendant(s) is/are other than a person, go on-line at [www.sos.state.co.us](http://www.sos.state.co.us) to determine the registered agent for service of this notice. Please enter name and address of the agent. Name: \_\_\_\_\_  
Address: \_\_\_\_\_

### **Below are the steps to finding the registered agent:**

WEBSITE: <https://www.sos.state.co.us/>

GO TO: **Businesses, Trademarks, Trade names**

UNDER SEARCH & FILE GO TO: **Search Business Database**

- You will type in the business name, exactly how it is spelled
- Once you find the business you click on the **ID Number**
- In the Registered Agent box, will be the name and address of the **Registered Agent**

If you have questions about the website or further information about a registered agent, you can call: 1-855-428-3555 (toll free) or 303-894-2200. You can also email the SOS at [business@sos.state.co.us](mailto:business@sos.state.co.us)

## **STEP 3: Answer Questions 1 - 4**

Check appropriate box for each question:

1. The Defendant(s) is/are in the military service: Yes No Unknown
2. The Defendant(s) reside(s), is/are regularly employed, has/have an office for the transaction of business, or is/are a student in this county, or real property located in this county is the subject of claim(s) arising from a restrictive covenant or security deposit dispute. Yes No  
**\* The Defendant(s) \*must\* reside, be employed, have an office for business, or be a student in Larimer county or real property must be located in Larimer county that is the subject of a claim arising from a restrictive covenant or security deposit dispute.**  
**\* If you check "No" to question #2, you cannot file your case in Larimer County**
3. I/We understand that it is my/our responsibility to have each Defendant served with the "Defendant's Copy" of this Notice by a person whose age is 18 years or older and who is not a party to this action 15 days prior to the trial and to provide the Court with written proof of service. Yes No
4. I am an attorney: Yes No

1. The Defendant(s) is/are in the military service: Yes No Unknown
2. The Defendant(s) reside(s), is/are regularly employed, has/have an office for the transaction of business, or is/are a student in this county, or real property located in this county is the subject of claim(s) arising from a restrictive covenant or security deposit dispute. Yes No
3. I/We understand that it is my/our responsibility to have each Defendant served with the "Defendant's Copy" of this Notice by a person whose age is 18 years or older and who is not a party to this action 15 days prior to the trial and to provide the Court with written proof of service. Yes No
4. I am an attorney: Yes No

The Court will complete this box with the scheduled Court Trial date once you file your papers.

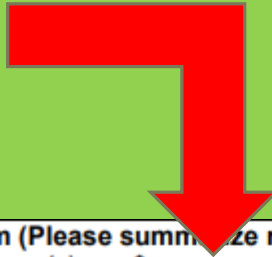



<b>Notice and Summons to Appear for Trial</b>	
<b>To the Defendant(s):</b> You are scheduled to have your trial in this case on _____ (date) at _____ (time) at the Court address stated in the above caption. Bring with you all books, papers and witnesses you need to establish your defense. <b>If you do not appear, judgment may be entered against you.</b> If you wish to defend the claim or present a counterclaim, you must provide a written response or written counterclaim on or before the scheduled trial date and pay a <b>nonrefundable</b> filing fee.	
Dated: _____	_____ Clerk of Court/Deputy Clerk

## **STEP 4: PLAINTIFF'S CLAIM**

- Write down the amount you are seeking
  - Amount cannot exceed \$7,500 (including penalties, interest and costs)

- Explain the reasons you are filing this claim



**Plaintiff(s)'s Claim (Please summarize reasons to support your claim below.)**  
The Defendant(s) owe(s) me \$ \_\_\_\_\_, which includes penalties, plus interest and costs allowed by law, and/or should be ordered to return property, perform a contract or set aside a contract or comply with a restrictive covenant for the following reasons. (If seeking return of property, please describe the property being requested).

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**Note: The combined value of money, property, specific performance or cost to remedy a covenant violation cannot exceed \$7,500.00.**

## **STEP 5: VERIFICATION**

- Read this paragraph



**Note: The combined value of money, property, specific performance or cost to remedy a covenant violation cannot exceed \$7,500.00.**  
I/we declare under penalty of perjury under the law of Colorado that the foregoing is true and correct. I/we have not filed in any Small Claims Court in this County more than 2 claims during this calendar month, nor more than 18 claims in this County this calendar year.

- Write down the date



Dated: \_\_\_\_\_

- Sign the form



\_\_\_\_\_  
Plaintiff's Signature

\_\_\_\_\_  
Plaintiff's Signature

**\*If there are 2 plaintiffs, both plaintiffs need to sign the form**

**\*If a plaintiff is representing a business they will need to print their name and indicate who they are (Owner, Registered Agent, etc.)**

**\*If you are completing the form using the WORD or PDF version, make sure that you complete all 4 parts of the form. You may purchase a carbon copy packet at the Justice Center in the clerk's office.**