

JEFFERSON COUNTY EVICTIONS

INSTRUCTIONS FOR PARTIES WITHOUT ATTORNEYS

ON THE DATE AND TIME LISTED ON THE SUMMONS PARTIES MAY APPEAR IN PERSON, BY PHONE OR BY VIDEO

THE DATE ON THE SUMMONS IS THE DEADLINE FOR THE TENANT TO FILE AN ANSWER, IT IS NOT A COURT APPEARANCE, YOU WILL NOT SEE A JUDGE

TENANTS:

1. You must appear on the return **date and time** indicated on your summons or file an answer on or prior to that date. You may appear in person (recommended), by video or by phone.
2. A mediator will be available to help you and your landlord reach an agreement. The mediator is free.
3. If you chose to appear by phone or by video, you must use the following contact information:
Video: <https://judicial.webex.com/meet/Sara.Garrido>
Phone: 1(415) 655-0001
Access code: 925 269 060
4. If you were not able to reach an agreement, you can dispute your eviction by filing an answer by the end of the day on the return date indicated on your summons.
5. You may file an answer and pay the filing fee:
 - a. In person: by coming to the Jefferson County Courthouse Clerk office, first floor, civil window, completing the answer form and paying the filing fee.
 - b. By Mail: the mailed answer must arrive to the Court on or before the return date indicated on the summons. The mailing address is 100 Jefferson County Parkway, Golden, CO 80401. You must also mail a check or money order for the filing fee. **DO NOT MAIL CASH.**
 - c. E-filing: <https://www.courts.state.co.us/Administration/Unit.cfm?Unit=efilenooty>
6. The answer will not be accepted unless you pay the filing fee. If you cannot afford to pay the fee, you can fill out a form to see if you qualify to have the fee waived. You can do that through the e-filing system or in person at the Clerk's office civil window on the first floor of the Jefferson County Courthouse.
7. If you have any questions about how to file your answer you can call the main Clerk's office at (720)772-2560.
8. After you file the answer the clerk will contact you to schedule the eviction trial.
9. If you don't file an answer or reach an agreement, a default eviction may enter against you.

FOR MORE INFORMATION, VISIT THE COURT'S WEBSITE AT: <https://www.courts.state.co.us>. If you need assistance, you may visit the Court Resource Center located on the second floor of the courthouse or contact them at 720-772-2501 or 01SelfHelp@judicial.state.co.us.

For frequently asked questions you can email 01evictions@judicial.state.co.us or call 720-772-2455. If you need an interpreter, you will need to inform the Court when you file your complaint or answer.

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LANDLORDS:

1. You must appear on the return **date and time** indicated on the summons in person (recommended), by phone or by video.
2. If you chose to appear by phone or by video, you must use the following contact information:
Video: <https://judicial.webex.com/meet/Sara.Garrido>
Phone: 1(415) 655-0001
Access code: 925 269 060
3. A mediator will be available to help you and your tenant reach an agreement. The mediator is free.
4. If the tenant files an answer, the clerk will contact you to schedule the eviction trial. The trial will be scheduled within 7 to 10 days from the summons return date.
5. If the tenant does not file an answer you can talk to the judge to ask for the judgment for possession (eviction). If you did not appear in person, you must file a motion for default judgment for possession along with proof of service.
6. You can file a motion for judgment for possession in the following ways:
 - a. In person: by coming to the Jefferson County Courthouse Clerk office, first floor, civil window, completing the answer form and paying the filing fee.
 - b. By Mail: the mailing address is 100 Jefferson County Parkway, Golden, CO 80401.
 - c. E-filing: E-filing: <https://www.courts.state.co.us/Administration/Unit.cfm?Unit=efilenoaty>

FOR MORE INFORMATION, VISIT THE COURT'S WEBSITE AT: <https://www.courts.state.co.us>. If you need assistance, you may visit the Court Resource Center located on the second floor of the courthouse or contact them at 720-772-2501 or 01SelfHelp@judicial.state.co.us. The Clerk's office phone number is (720) 772-2560.

If you need an interpreter, you will need to inform the Court when you file your complaint or answer.