

## JEFFERSON COUNTY EVICTION INSTRUCTIONS FOR 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**

1. If you represent the plaintiff, you are required to serve the “Jefferson County Eviction Instructions” for tenants along with the summons and the eviction package.
2. You are required to appear on the return **date and time** on summons in person, by phone or by video. Use the following contact information:  
Video: <https://judicial.webex.com/meet/01evictionreturns>  
Phone: 1(415) 655-0001  
Access code: 2595 679 5251
3. You can set your eviction return dates on the following days and times:  
Tuesdays at 8:30 a.m.  
Wednesdays at 10:00 a.m.  
Thursdays at 8:30 a.m.
4. You will have an opportunity to talk to the tenant to try to resolve the case. If you reach an agreement with the tenant, the agreement must be in writing, signed by all parties and filed with the Court.
5. A representative from the rental assistance program will be available to talk to you and the tenant.
6. If the tenant files an answer, the clerk will contact you to schedule the eviction trial.
7. If the tenant does not file an answer by the end of the day on the summons return date, you must fill out the docket sheet and email it to Division H within 48 hours of the return date or you can file a motion for judgment for possession along with proof of service.

**FOR MORE INFORMATION, VISIT THE COURT’S WEBSITE AT: <https://www.courts.state.co.us>.  
The main 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.**