

JEFFERSON COUNTY PROCEDURE FOR CIVIL MONEY CASES

NEITHER PARTY IS REQUIRED TO APPEAR IN PERSON ON THE DATE AND TIME LISTED ON THE SUMMONS.

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

YOU MAY FILE YOUR ANSWER ANY TIME PRIOR TO THE DATE ON THE SUMMONS.

DEFENDANTS:

1. Contact plaintiff (if appropriate) or plaintiff's attorney to see if an agreement can be reached.
2. If you wish to dispute the claims contained in the complaint, you need to file an answer setting forth your legal defenses. The answer must be filled out completely. Please, include your email and mailing address in your answer.
3. File your answer with the filing fee at the civil window located on the first floor, civil window, of the Jefferson County courthouse. If you are an attorney, you will e-file the answer.
4. You must pay the answer fee when you file your answer. If you don't pay the fee the answer will not be accepted. If you cannot afford the fee, the Clerk's Office can waive the fee, if you qualify.
5. You can file an answer any time prior to the return date on the summons.
6. Once you file an answer, the Court will order you to participate in mediation with the plaintiff. Parties are required to comply with the mediation order.
7. If mediation is not successful, the case may be set for trial.
8. If you don't file an answer, the plaintiff may request that the Court enter a money judgment against you for the amount listed in the Complaint, along with attorney's fees and costs of court.

PLAINTIFFS:

1. You do not need to appear at the return date on the summons.
2. If an answer is filed, the Court will order you to participate in mediation with the defendant.
3. If mediation is not successful, the case may be set for trial.
4. If the defendant fails to file an answer, you must file a motion for default judgment and proof of service. If you do not file proof of service your motion will be denied. Attorneys can submit the docket sheet in lieu of a motion.

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.