

# COUNTY CIVIL CASE?

Please Click on the Form below that you may need to file with the Court for your case: (other forms may be found in the “Forms” section of the judicial website at [https://www.courts.state.co.us/Self\\_Help/Index.cfm](https://www.courts.state.co.us/Self_Help/Index.cfm) )



**NEITHER PARTY IS REQUIRED TO APPEAR IN PERSON at the date and time listed on the summons. However, action is required by the named defendant if the defendant wishes to contest the claims brought in the complaint (please read instructions below).**

The Court strongly encourages the parties speak with one another prior to the date listed on the Summons to see if any of the issues arising out of the case can be resolved. The contact information for the opposing party or his/her/its attorney may be found on the Complaint itself.

## **TO THE DEFENDANT:**

If you dispute the claim, you must file a written Answer on or before the date listed on the Summons with which you may have been served. If you do not file an Answer on or before the date listed in the Summons, the Court may enter a judgment against you for the relief requested in the Complaint. The Answer form attached to the Complaint must be filled out completely including your name, case number, email address and phone number if you have them. Finally, you must also set forth a legal defense to the claim stated in the Complaint.

You may use any of the following methods to file your Answer with the Court:

1. Send your Answer by email to the following address: [18Jury@judicial.state.co.us](mailto:18Jury@judicial.state.co.us), on the subject line please indicate “Littleton answer” for faster processing. Once the Court receives your Answer, a clerk will contact you at the phone number listed on your Answer to either take filing fee over the phone or give you directions on how to send your filing fee via US Mail.
2. Send your Answer and filing fee via US Mail at least three days prior to the future summons return date to the following address: 1790 W. Littleton Blvd., Littleton CO 80120. PLEASE DO NOT SEND CASH. You may check our website for filing fees associated with filings.
3. If an attorney is filing the Answer for you, your attorney may utilize the CCES computer system.
4. File at the Courthouse located at 1790 W. Littleton Blvd., Littleton Colorado. Due to social distancing, this is not the preferred method, but it is available to those who choose it.

Upon you timely filing an Answer, court staff will contact you by email or phone to set for future proceedings.