

PACKET FEE \$ 1.75

## COUNTY COURT CIVIL – MONEY CASES \$25,000 OR LESS

### PUEBLO COMBINED COURT SELF HELP CENTER

#### General Information

ACTION OR PLEADING(S)	Form #	ADDITIONAL INFORMATION
Purchase packet from Clerk of Court's Office or download from Judicial website.		Packet price <b>\$1.75</b> at the court <b>OR</b> free at: <a href="http://www.courts.state.co.us">www.courts.state.co.us</a> ➡ Self Help/Forms ➡ All Court Forms and Instructions ➡ Money Cases ➡ Cases for \$25,000 or Less
Filing fee		Less than \$1,000 <b>\$ 85.00</b> \$1,000 up to \$15,000 <b>\$105.00</b> \$15,000 up to \$25,000 <b>\$135.00</b>
Where to file		<ul style="list-style-type: none"><li>You may file in the county where the transaction occurred or the Defendant lives.</li></ul>
Claim cannot exceed \$25,000.		

#### STEP 1: Complete Forms

PLEADINGS/ACTIONS	Form #	ADDITIONAL INFORMATION
Complaint Under Simplified Civil Procedure	CRCCP 2	<ul style="list-style-type: none"><li>You are the Plaintiff and the person(s) or company you are suing is the Defendant.</li></ul>
Summons	CRCCP 1	<ul style="list-style-type: none"><li>Complete only the caption at the top of the form. The Clerk will enter all information and issue (sign and date) the Summons.</li></ul>
Answer	CRCCP 3	<ul style="list-style-type: none"><li>Complete only the caption at the top of the form.</li></ul>
Make copies of the above listed forms.		Original will be filed with the Court, 1 copy for each Defendant and 1 copy for you.

#### STEP 2: File with the Court

PLEADINGS/ACTIONS	Form #	ADDITIONAL INFORMATION
File forms listed above with the court and pay the filing fee		You will file the forms at the Clerk of Court's Office.
The Clerk will assign a case number and schedule a date & time for an appearance & issue (sign & date) the summons		<ul style="list-style-type: none"><li>Example 19C1234</li></ul>
If requesting a jury trial there will be an additional fee of \$98.00 due at time of filing		Either party can request a jury to decide their case by demanding trial by jury and paying the jury demand fee. If no jury trial is requested the Court (Judge) will decide the case.

## STEP 4: Serving the Defendant(s)

PLEADINGS/ACTIONS	Form #	ADDITIONAL INFORMATION
<b>Personally Serve each Defendant(s) separately with the following:</b> <ul style="list-style-type: none"> <li>• <b>Complaint</b></li> <li>• <b>Summons</b></li> <li>• <b>Answer</b></li> </ul> <p>Service must be completed at least <b>14 days</b> before the date specified on the Summons.</p>	CRCCP 2  CRCCP 1  CRCCP 3	<p>Select from several options to have your documents served:</p> <ul style="list-style-type: none"> <li>• <b>Sheriff's department:</b> They will charge a fee for service.</li> <li>• <b>Private process server:</b> Locate private process servers in the Yellow Pages or on the internet. They will charge a fee for service.</li> <li>• <b>Someone you know who is 18 years of age or older</b> and not a party to the case and who knows and follows the rules of service.</li> <li>• Once service is complete, file the Affidavit of Service (<b>JDF 98</b>) with the Court on or before your scheduled court date.</li> </ul>

## STEP 5: Court Date

ACTION OR PLEADING(S)	Form #	ADDITIONAL INFORMATION
<ul style="list-style-type: none"> <li>• Be on time for your court appearance and have all your information with you.</li> <li>• Turn off your cell phone and be respectful to all parties.</li> </ul>	➡	If you fail to appear, your case will be dismissed.
<ul style="list-style-type: none"> <li>• Possible outcome</li> </ul>		<p><b>Plaintiff &amp; Defendant(s) appear</b></p> <ul style="list-style-type: none"> <li>• An agreement can be reached by both parties.</li> <li>• Defendant files an answer, future court trial date will be set.</li> </ul> <p><b>Plaintiff appears, defendant(s) do not appear</b></p> <ul style="list-style-type: none"> <li>• Plaintiff can ask for the money being sued for be awarded to Plaintiff.</li> </ul> <p><b>Defendant(s) appears &amp; Plaintiff does not appear</b></p> <ul style="list-style-type: none"> <li>• Case may be dismissed.</li> </ul>
<ul style="list-style-type: none"> <li>• Visit the Self-Help Center for additional resources on evidence and how to present evidence.</li> </ul>		<ul style="list-style-type: none"> <li>• Brochure available</li> <li>• Video available</li> </ul>