

Small Claims Court _____ County, Colorado Court Address: _____ <hr/> <b>PLAINTIFF(S):</b> _____ Address: _____ City/State/Zip: _____ Phone: Home _____ Work _____ v. <b>DEFENDANT(S):</b> _____ Address: _____ City/State/Zip: _____ Phone: Home _____ Work _____	<b>▲ COURT USE ONLY ▲</b>
Attorney or Party Without Attorney (Name and Address): _____  Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg. #: _____	Case Number: _____  Division _____ Courtroom _____
<b>NOTICE OF REPRESENTATION BY ATTORNEY</b>	

**TO THE COURT AND TO THE PLAINTIFF(S) NAMED ABOVE:**

**Please take notice** that Defendant(s) \_\_\_\_\_, will be represented by: \_\_\_\_\_, an attorney at the trial of the above-captioned matter. Plaintiff(s) may now be represented by an attorney if Plaintiff(s) wishes. **However, it is not required that Plaintiff(s) be represented by an attorney.**

**Please further take notice** that this Notice of Representation by Attorney must be filed with the court at least seven days **prior** to the first scheduled trial date in this matter. If not filed at least seven days **prior** to the first scheduled trial date, the Court shall strike this notice and neither party may be represented by an attorney at the trial.

NOTE: Defendant(s) must make payment of the filing fee required for defendant's answer (and counterclaim, if any is anticipated) at the time of the filing of the Notice of Representation by Attorney.

- By checking this box, I am acknowledging I am filling in the blanks and not changing anything else on the form.
- By checking this box, I am acknowledging that I have made a change to the original content of this form. (Checking this box requires you to remove JDF number and copyright at the bottom of the form.)

Defendant's Signature	Date	Attorney's Signature	Date
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**CERTIFICATE OF MAILING**

I hereby certify on (date) \_\_\_\_\_ the original of this document was filed with the Court; and a true a accurate copy of the NOTICE OF REPRESENTATION BY ATTORNEY was served on the Plaintiff(s), by placing it in the United States Mail, postage pre-paid at the address(es) listed above.

Dated: \_\_\_\_\_  
\_\_\_\_\_  
Defendant/Attorney