

BOULDER COUNTY COURT BOULDER COUNTY, COLORADO	
1777 6th Street P. O. Box 4249 Boulder, CO 80306 303-441-3750	
Plaintiff(s)	Case Number:
vs.	
Defendant(s)	Division: _____ Courtroom: _____
CASE MANAGEMENT ORDER FOR SMALL CLAIMS COURT TRIAL	

This Small Claims Court case is set for trial on _____, 2016, at _____ a.m./ p.m. in the Division ____ in Courtroom ____.

THE PLAINTIFF AND DEFENDANT ARE REQUIRED TO DO THE FOLLOWING:

1. **PROOF OF SERVICE:** The Plaintiff must file written proof the Defendant has been served with a copy of the **Notice and Claim and Summons to Appear for Trial** (Part 4). It is preferred by the Court that the proof of service is filed with the Court prior to the trial date, but the Plaintiff can file it in Court on the trial date if there has not been enough time to file it before trial.

2. **ANSWER and COUNTERCLAIM:** When the Defendant has been served with the Notice and Claim and Summons to Appear for trial, and if the Defendant does not feel he/she owes the amount claimed, then the Defendant **must** file an Answer with the Court. If the Defendant has a Counterclaim against the Plaintiff, the Counterclaim **must** be filed at the same time the Answer is filed. The Answer and Counterclaim form is on the back page of the Notice/Claim/Summons (Part 3) form that was served on the Defendant. The forms are also available in the Court Clerk’s Office or online at http://www.courts.state.co.us/Self_Help/smallclaims/forms/index.cfm. It is preferred by the Court that the Answer and Counterclaim are filed with the Court prior to the trial date, but the Defendant can file an Answer and Counterclaim on the trial date if there has not been enough time to file it before trial. A copy of the Answer and Counterclaim **must** be sent to the Plaintiff or handed to the Plaintiff on the trial date in court. If a Defendant does not file an Answer, a default judgment may be entered against the Defendant.

3. **EXHIBITS:** The following requirements must be followed for any exhibits the Plaintiff and Defendant intend to use at trial:

a. **Mark your exhibits:** Plaintiff’s exhibits must be marked with **numbers** such as Plaintiff’s Exhibit 1, Plaintiff’s Exhibit 2, etc. Defendant’s exhibits must be marked with **letters** such as Defendant’s Exhibit A, Defendant’s Exhibit B, etc. All exhibits must be marked prior to trial.

b. Copies of your exhibits: Each party must provide a full and complete set of exhibits to the other party and one set to the Court. Please exchange exhibits with the other party before the trial begins. The Court will not make copies of your exhibits for you but there is a coin-operated copy machine available to you in the Court Clerk's Office.

If the Court retains the exhibits after the trial, the parties are directed to pick up their exhibits 21 days from the date of judgment. If the parties fail to pick up their exhibits within 35 days the exhibits will be destroyed without any further notice from the Court.

4. TIME ALLOTTED FOR THE TRIAL: Each party will have approximately one half of the allotted time to present his/her case. If the trial is not completed within the time allotted, it will be continued to a future date. Be advised that due to the number of cases already set for trial, the first available date for the second part of the trial may be months in the future. Plan in advance how you will present your case in the time allotted to avoid a lengthy delay in the resolution of your case.

5. MEDIATION. You will participate in mediation before trial. Parties who mediate their cases may form an agreement with the assistance of the mediator; if the case does not resolve in mediation, the parties proceed immediately to trial, so parties should come prepared to present their case. There is no charge for small claims mediation.

If you have questions regarding the Small Claims Court Process you can contact a Self-Represented Litigant Coordinator at 303-441-4741 or review additional information at http://www.courts.state.co.us/Courts/District/Custom.cfm?District_ID=20&Page_ID=464

Dated: _____

County Court Judge

INTERPRETERS

If you require a language interpreter, you must inform the court prior to your trial to ensure that an interpreter is present. A court-appointed interpreter will be scheduled to assist you at no charge. You must inform a Self-Represented Litigant Coordinator at 303-441-4741 or the Court Interpreter's office at 303-441-1672 at least five (5) days prior to the date of your trial. Per Chief Justice Directive 06-03, interpreters must be on the roster of Colorado Judicial Department Authorized Interpreters to provide interpreter services for the Courts.

INTÉRPRETES

Si necesita intérprete, debe informárselo al tribunal antes de la fecha de su juicio para asegurarse de que un intérprete esté presente en su caso. Se le podrá programar, sin costo alguno, a un intérprete asignado por el tribunal para que le asista. Deberá informar a la asistente de la coordinadora de personas que se representan a sí mismas al 303-441-4741 o a la oficina de intérpretes al 303-441-1672 por lo menos cinco (5) días antes de su juicio. Según la directiva 06-03 del presidente del tribunal, los intérpretes deben figurar en la lista de intérpretes autorizados por el Departamento Judicial de Colorado a fin de poder proveer servicios de interpretación en los tribunales.