

Larimer County Combined Court

Guide to Eviction Procedures and Remote Participation

RETURN DATE ON SUMMONS

- The return date provided in the Summons form you received is NOT a hearing date.
- The return date is the deadline for filing an answer to the allegations contained in the complaint if you have a legal defense and wish to contest the allegations made against you.
- If you feel you have a legal defense to the allegations in the complaint, you must file a written answer form with the Court by the end of the business day on the return date listed in your summons.
- If you do not file an answer with a legal defense by the end of the business day on the return date, the court may enter a default judgment against you which may include granting an eviction and/or a money judgment in favor of the plaintiff.
- You may file your answer ON OR BEFORE the return date at one of two court locations:
 - Larimer County Justice Center: 201 Laporte Avenue, Suite 100, Fort Collins, Colorado 80521
 - \circ $\:$ Loveland County Court: 810 E 10 th Street, Suite 110, Loveland, Colorado 80537 $\:$
- You may also file your answer electronically through the Court's E-filing system.
- To access the system, please visit the Colorado Judicial Branch website at <u>www.courts.state.co.us</u>.
 - \circ $\;$ Click on the 'E-Filing for Non-Attorneys' link on the left side of the home page.
 - \circ Review the information on this page in its entirety to answer many of your questions about efiling.
 - \circ $\;$ Please watch the short videos provided before you begin which can save you time.
 - After you have watched the short videos, create an account by following the instructions on the website.
 - Follow all the instructions provided to file your completed answer form.

NOTE: YOU DO NOT HAVE TO WAIT UNTIL THE RETURN DATE LISTED ON YOUR SUMMONS TO FILE YOUR ANSWER. YOU MAY FILE YOUR ANSWER AT ANY TIME USING EITHER OF THE METHODS LISTED ABOVE.

****You may elect to participate in eviction proceedings in person or remotely.** If you file an answer, you will be asked to indicate whether you would like to attend court events for your eviction case remotely or in person.

RETURN DATE ON SUMMONS

If you choose to appear remotely at the return date on summons to watch an informational video, please follow the instructions below.

- You will need to log into the EvictionReturns WebEx room on the date and time listed on your Summons.
- To join by phone: dial 1-415-655-0001 and then enter access code 2660 507 5126.
- To join by computer, you can access the EvictionReturns WebEx room by entering https://judicial.webex.com/meet/D08-FCTN-EvictionReturns into your web browser. If you have not used WebEx before, you may have to download the WebEx application if prompted.
- To join by a cell phone with video capability, you can access the EvictionReturns WebEx room by entering https://judicial.webex.com/meet/D08-FCTN-EvictionReturns into your web browser. If prompted, enter the meeting information access code 2660 507 5126 and click "Join a meeting." If you have not used WebEx before, you may have to download the WebEx application if prompted.
- If you experience technical difficulty logging into the EvictionReturns WebEx room, you may access the same EvictionReturns presentation at courts.state.co.us; select the Courts tab; select Trial Courts by District; select 8th Judicial District; select Court Business Resources; select Evictions; and select Eviction Return Date Presentation.

REMOTE APPEARANCE – COURT HEARINGS

- You may elect to participate in eviction hearings in person or remotely. If you file an answer, you will be asked to indicate whether you would like to attend court proceedings for your eviction case remotely or in person.
- If you wish to change this selection at a later date, you <u>must</u> file a Notice About Remote Participation (JDF 105) with the court <u>at least 48 hours</u> before your court event, or the Court may not approve the change.
- If you have elected to appear remotely at hearings, you will need to know what courtroom your case has been assigned to. If this information is not on the paperwork that you were served with, you may call the Larimer County Clerk of Courts Office at (970) 494-3500 to obtain your case division information.
- Once you obtain your assigned courtroom/division, visit courts.state.co.us and follow the steps below:
- Hover over the 'Courts' tab and select 'Trial Courts by District'.



• Click on the icon for access to virtual courtrooms at the top of the web page.

SELECT ICON FOR QUICK ACCESS TO VIRTUAL COURTROOMS



• Click on the virtual courtroom icon which corresponds to the courtroom/division that your case is being heard in. Icons are listed for both Fort Collins and Loveland locations.



Larimer County - Fort Collins Location: Larimer County Justice Center

201 LaPorte Ave Fort Collins, CO 80525

Courtrooms: 1A, 1B, 1C 2A, 2B, 2C, 3A, 3B, 3C, 3D, 4A, 4B, 4C, 4D, 5A, 5B, 5C, 5D, Liz Shuler (5E), Andrea

Click icon for Virtual Courtrooms



Larimer County - Loveland Location: Loveland Police & Courts 810 East 10th St. Loveland, CO 80537 Courtrooms: L1, L2

- Once you make your location selection, you will be taken to a page with the links to all virtual courtrooms for that location. You will need to scroll down to the proper Judge which corresponds to the courtroom your case is being heard in.
- To access the virtual courtroom, click on the virtual courtroom icon.
- If this is the first time you have used Webex, you may be required to download Webex meetings. Follow the instructions provided.
- Follow the instructions to join the meeting by either phone or video.

Join meeting in my Webex Personal Room



Access code:

DISCONNECTION OR TECHNICAL FAILURE DURING A HEARING

- If you are disconnected during a court hearing, go back through the steps listed above and attempt to reconnect to the WebEx courtroom.
- If you are unable to reconnect to the courtroom, please call the Larimer County Clerk of Courts office at (970) 494-3500. Court staff will ask for your contact information and will notify the courtroom that you are attempting to reconnect. Continue your attempts to reconnect to the courtroom following the process above.
- If you are unable to reconnect with the courtroom within a reasonable time, the court will reset the hearing to be held IN PERSON on the first available date after the date of the originally scheduled hearing but no later than 7 days after the hearing where the party experienced the connection failure.