

INSTRUCTIONS FOR DEFENDANT IF YOU HAVE BEEN SERVED WITH A CIVIL COMPLAINT AND SUMMONS

**Please read the summons carefully.**

In light of the continuing public health risk posed by COVID-19 (“novel coronavirus”) and per the 8<sup>th</sup> Judicial District Administrative Order 2020-2, the civil return process in Larimer County has changed.

**County Court civil returns will no longer be scheduled in person in any Larimer court facility. Your answer will be due on or before the date and time stated in the summons.** The date on your summons is not a Court appearance date. This date and time is the deadline for filing your answer.

Prior to the return date stated on the summons the Defendant may:

1. Contact the Plaintiff to see if an agreement can be reached.
2. Fill out the Answer form setting forth a **legal defense** to the allegations in the Complaint. The answer form should be included with the complaint and summons that were served.

If an answer setting forth a legal defense is not filed prior to or on the date and time listed on your summons, a judgment may be entered against you.

If you choose to file an answer, the filing fee schedule is included at the bottom of this page. The filing fee must accompany the filing of an Answer unless the Court has granted a Motion to Waive the Filing Fee.

Mail the Answer and filing fee to the address indicated on your summons

OR

File your answer and pay the filing fee in person at the Clerk's office in Fort Collins or Loveland on or before the date and time on your summons.

If you intend to file a Motion to File Without Payment and Supporting Financial Affidavit, the motion may be found at [https://www.courts.state.co.us/Forms/Forms\\_List.cfm?Form\\_Type\\_ID=119](https://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=119) (form number is JDF 205).

If the motion is denied by the Court, then you will be required to pay the filing by the date indicated on the order denying the motion before the Court will review the Answer.

You may contact the Loveland Clerk's Office at 970-622-2100 or Fort Collins Clerk's Office at 970-494-3500 if you have any questions.

COUNTY CIVIL MONEY AND FORCIBLE ENTRY AND DETAINER (FED)	ANSWER FILING FEES Based on the total \$ amount requested on Complaint	ANSWER AND JURY DEMAND
\$1- \$999.99 or FED possession only	\$80	\$178
\$1,000 - \$14,999.99	\$100	\$198
\$15,000. - \$25,000	\$130	\$228
<b>3<sup>RD</sup> PARTY, CROSS CLAIM / COUNTER CLAIM</b>		
\$1- \$999.99	\$84	\$182
\$1,000 - \$14,999.99	\$104	\$202
\$15,000. - \$25,000	\$134	\$232