**BROOMFIELD COUNTY ADVISEMENT**

**Parties to all Broomfield County Court Civil MONETARY (COLLECTIONS) matters, take notice:**

The Plaintiff in this case has initiated a lawsuit against the Defendant in this case. A summons return date and time has been set and will be docketed with the Court.

**NEITHER PARTY IS REQUIRED TO APPEAR IN PERSON** at the date and time listed on the Summons. The parties are strongly encouraged to speak with one another prior to the date listed on the Summons to see if any of the issues arising out of the case can be resolved. The contact information for the opposing party or his/her/its attorney may be found on the Complaint itself.

**Action is required by the named Defendant if the Defendant wishes to contest the claims brought in the Complaint (please read instructions below).**

**To the Defendant:** if you dispute the claim, ***you MUST file a written Answer on or before the date listed on the Summons*** with which you may have been served. If you do not file an Answer on or before the date listed in the Summons, the Court may enter a judgment against you for the relief requested in the Complaint. The Answer form attached to the Complaint must be filled out completely, including your name, case number, and a good email address and phone number, if you have them. Finally, you **MUST** also set forth a legal defense to the claim stated in the Complaint.

***Again, your appearance is not required in person at the Return date if your Answer is filed on or before the date listed on the Summons.***

**You may use any of the following methods to file your Answer with the Court:**

1. Send your Answer and filing fee via US Mail **at least five business days prior to the future summons return date** to the following address: 17 Descombes Drive, Broomfield, CO 80020. PLEASE DO NOT SEND CASH. You may check the below website for filing fees associated with filings.
2. File your Answer in person with filing fee at the Broomfield Combined Court, located at 17 Descombes Drive, Broomfield, CO 80020.
3. If an attorney is filing the Answer for you, your attorney may utilize the CCES computer system.

Upon your timely filing of an Answer, a Mandatory Mediation Order will be mailed to you by the Court. The plaintiff will then contact the defendant to arrange for mandatory mediation.

FOR MORE INFORMATION, YOU MAY VISIT THE COURT’S WEBSITE AT [https://www.courts.state.co.us](https://www.courts.state.co.usO) or you may call the Civil Department at 303-464-5020.