



Broomfield County Combined Court County Court Civil Case Management Order

**** Non-Represented Parties ****

The following Order is effective immediately and may be revised and modified as required.

Forcible Entry & Detainer (Eviction) Cases where neither party is represented by an Attorney:

1. **BOTH NON-REPRESENTED PARTIES WILL BE REQUIRED TO APPEAR ON THE DATE AND TIME LISTED IN THE SUMMONS.**
2. Parties have two options to appear:
 - a) At the Broomfield County Courthouse and check in with the clerk on the first floor OR,
 - b) Parties may appear virtually for their return on summons date by clicking on this link <https://judicial.webex.com/meet/d17-bmfd-evictionreturns> or by calling 720-650-7664 and entering the access code **2662 089 4401** followed by # #. Please note this is **NOT** a hearing and is only open from 9:00am-10:00am.
3. Parties are strongly encouraged to speak with one another prior to the date listed on the Summons in an attempt to resolve the case.
4. Colorado Legal Services will be on site to provide guidance and assist defendants with their case.
5. If an agreement or settlement is reached, a signed Stipulation (JDF 102) must be filed with the Court.
6. If an agreement or settlement is not reached and the claims brought in the Complaint are disputed, the Defendant must file a written Answer and pay the appropriate filing fee immediately by the end of the business day of the date on the summons. The matter will then be set for a possession hearing within 7 days pursuant to statute. 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.
7. Parties may electronically file subsequent pleadings by accessing <https://www.courts.state.co.us/Administration/Unit.cfm?Unit=efilenoty>.
8. If the Defendant fails to appear and file a written answer by close of business on the date listed in the Summons, the Plaintiff may request default judgment by submitting a civil request form along with proof of service. If a request is being made after the Summons date, a motion along with proof of service must be filed at Clerk's window on the 1st floor.

Monetary (Collection) Cases where neither party is represented by an Attorney:

1. Neither party is required to appear on the date and time listed in the Summons unless there is an accompanying order or notice requiring an appearance.
2. Non-appearance returns require action by both parties:
 - If the claims brought in the Complaint are disputed, **the Defendant** must file a written Answer and pay the appropriate filing fee with the Court by the date and time listed in the Summons.
 - Although parties are not required to appear, **the Plaintiff** may wish to appear and make a request If the Defendant fails to file an answer. The Plaintiff may request default judgment by submitting a civil request form along with proof of service at the Clerk's office window on the 1st floor. If a request is being made after the Summons date and time, a motion along with proof of service must be filed at windows Clerk's office window on the 1st floor.
3. Mandatory mediation will be ordered in all Monetary (Collection) Cases if an answer is filed.
4. If mediation is unsuccessful and the matter is set for a hearing, proposed exhibits must be marked, each side served with a copy of the exhibit(s) and filed with the Court prior to the hearing date.
5. If there is a jury demand by either party the matter must be set for an in-person settlement conference prior to setting a jury trial.

So ordered this 1st day of January 2024

By the COURT,

 *Amanda Dewick*

The Honorable Amanda Dewick
County Court Judge, Broomfield County Combined Court