



## **Broomfield County Combined Courts**

### **Information Sheet – New Filings by Self-Represented Litigants**

The following modified processes have been adopted in response to the COVID-19 pandemic:

#### Self-represented litigants: submitting new filings

- ✓ If you are not represented by an attorney you may submit your paper filings by mail, or in person. You may also submit new filings by email to [17Broomfieldconsent@judicial.state.co.us](mailto:17Broomfieldconsent@judicial.state.co.us)
- ✓ If submitting a new filing by **email**:
  - This email is for pleadings (legal documents) only. Questions submitted by this email will not be answered.
  - Filings or pleadings must be submitted in Word or pdf format. Pictures will not be accepted.
  - If the pleading contains a certificate of service, you must provide all information requested, including the name and address of the person served.
  - After your pleading is submitted, you will receive a response from court staff indicating if it has been accepted or not. Your pleading will not be considered accepted and filed until you receive a response from court staff.
- ✓ Please note: any action on new or existing cases not related to public safety will be delayed between 60 and 90 days. For a list of public safety matters please visit the court's website at [https://www.courts.state.co.us/Courts/County/Index.cfm?County\\_ID=55](https://www.courts.state.co.us/Courts/County/Index.cfm?County_ID=55).