



**Adams County**  
**County Court Civil Case Management Order**  
**\*\*Non-Represented Parties\*\***

The following Order is effective January 1, 2024, 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 Adams County Justice Center and check in with the clerk in courtroom 606 OR,
  - b. Parties may appear virtually for their return on summons date by clicking on this link <https://judicial.webex.com/meet/d17-brgt-evictionreturns> or by calling 720-650-7664 and entering the access code **2661 015 0028** followed by #  
#. Please note this is NOT a hearing and is only open from 8:30am-9:30am.
3. The court will have a Navigator (a neutral information provider) available to assist both parties with settlement discussions.
4. Parties may electronically file subsequent pleadings by accessing [www.courts.state.co.us/Administration/Unit.cfm?Unit=efilenooty](http://www.courts.state.co.us/Administration/Unit.cfm?Unit=efilenooty).
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 filing fee by the end of the business day of the date on the summons. If an answer is filed, the parties will be contacted and the matter will be set for a possession hearing within 7-10 days pursuant to statute.
7. Proposed exhibits shall be filed with the Court at least 2 business days prior to the hearing date. Copies of marked exhibits must be exchanged with the opposing party. Each exhibit must be individually marked for identification prior to the hearing. Plaintiff marking exhibits numerically, and defendant marking exhibits alphabetically. Audio or video exhibits must be provided to the court in CD, DVD, or thumb drive format and the submitting party must provide the device for audio and/or video exhibits to be presented.
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 windows 5 or 6 on the 1st floor.

**Monetary (Collection) or other County Court Civil 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 (i.e., Show cause on a replevin or notice of hearing regarding unauthorized persons).
2. Action is required 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 on 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 in courtroom 606. If a request is being made after the Summons date and time, a motion along with proof of service must be filed at windows 5 or 6 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 shall be filed with the Court at least 2 business days prior to the hearing date. Copies of marked exhibits must be exchanged with the opposing party. Each exhibit must be individually marked for identification prior to the hearing. Plaintiff marking exhibits numerically, and defendant marking exhibits alphabetically. Audio or video exhibits must be provided to the court in CD, DVD, or thumb drive format and the submitting party must provide the device for audio and/or video exhibits to be presented.
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,

A handwritten signature in black ink, appearing to be 'L Kirby', written over a horizontal line.

The Honorable Leroy D. Kirby  
Presiding County Court Judge  
Adams County Combined Court