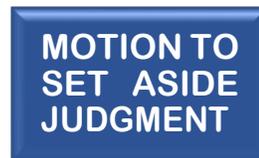


COUNTY CIVIL CASE?

Please Click on the Form below that you may need to file with the Court for your case: (other forms may be found in the “Forms” section of the judicial website at https://www.courts.state.co.us/Self_Help/Index.cfm)



Have you been served with a summons in either a county civil money case or an eviction case?

The Court encourages the parties speak with one another to see if any of the issues in the case can be resolved. The contact information for the opposing party or his/her/its attorney may be found on the Complaint you received.

NEITHER PARTY IS REQUIRED TO APPEAR IN PERSON at the date and time listed on the summons. There is NO court hearing on this initial date.

You do not need to file an Answer (a document filed by the Defendant to respond to the allegations in the complaint and to state any claims against the Plaintiff that the Defendant might have) UNLESS you disagree with the claim. If you disagree with the claim, you must file a written Answer on or before the date listed on the Summons. 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.

An Answer must be filled out completely including your name, case number, email address and phone number if you have them. You must also indicate a legal defense to the claim stated in the Complaint. Finally, you must send a copy to the other side.

You may use any of the following methods to file your Answer and pay the filing fee with the Court:

1. Attach your completed answer form and send to the Court via email to the following address: AcjcClerk@judicial.state.co.us. Please be aware that pleadings must be in WORD or PDF format only and must be scanned in properly. Be prepared for further instructions via email as to how to pay your filing fee. Your answer is not accepted and filed into the case until fees are paid.

2. Send your Answer and filing fee via US Mail at least three days prior to the future summons return date to the following address: 1790 W. Littleton Blvd., Littleton CO 80120. PLEASE DO NOT SEND CASH. You may check our website for filing fees associated with filings.
3. File at the Courthouse located at 1790 W. Littleton Blvd., Littleton Colorado. Due to social distancing, this is not the preferred method, but it is available to those who choose it.

Once you timely filing an Answer, court staff will contact you by email or phone to set your case for a future proceeding.

FAQ's

Q: Is the courthouse open? Can I file a name change case or a small claims case?

A: Yes, the courthouse is open. Yes, you can file a case. For those who do not want to come into the courthouse, you may also email completed forms to AcicClerk@judicial.state.co.us and/or send them via US Mail.

Q: I don't understand how to fill out this form?

A: If you have questions about what information a form is asking for, please email 18selfhelp@judicial.state.co.us or call us at 303-645-6845.