



## 19<sup>th</sup> Judicial District

# DISTRICT COURT CIVIL CASES (MONEY DEMAND)

These standard instructions are for use in the 19<sup>th</sup> Judicial District and are for informational purposes only. These instructions do not constitute legal advice about your case. If you choose to represent yourself, you are bound by the same rules and procedures as an attorney.

### General Information:

- The claim amount exceeds \$15,000.00.
- The filing fee is \$224.00. If you are unable to pay, you must complete the Motion to File without Payment and Supporting Financial Affidavit (JDF 205) and submit it to the Court. Once you submit the JDF 205 form and a blank Order (JDF 206), the Court will decide if you need to pay the filing fee. Other fees may apply.
- To access forms online, go to the website at [www.courts.state.co.us](http://www.courts.state.co.us) and click on the “Self Help/Forms” tab.
- The Court cannot collect your judgment for you.
- For additional information, please review the relevant Colorado Rules of Civil Procedure.
- If you have a disability and need a reasonable accommodation to access the courts, please contact your local ADA Coordinator. Contact information can be obtained from the following website:
- [http://www.courts.state.co.us/Administration/HR/ADA/Coordinator\\_List.cfm](http://www.courts.state.co.us/Administration/HR/ADA/Coordinator_List.cfm)

### How to file a case:

#### Step 1: Complete appropriate forms.

- **Draft your Complaint.**
  - You may use the Standard Flexible Caption for Pleadings template, if you would like.
  - You are the Plaintiff and the person(s), company, or other entity you are suing is the Defendant(s).
  - If you are filing against multiple Defendants in the same action, list all of the Defendants. The Court will keep the original.
- **District Court Civil (CV) Case Cover Sheet (JDF 601).**
  - Complete all necessary information on the form.
- **Summons (JDF 600).**
  - Complete the caption only on the Summons. This is all of the information in the box below, except for the Case Number, Division and Courtroom. The Court will provide this information when you file your case.

#### Step 2: File your Documents with the Court.

- Provide the Court with the documents completed as described in Step 1 above.
- Pay the \$ 224.00 filing fee.
- You will be given copies to serve the Defendant(s).

Step 3: You are ready to have the Defendant(s) served.

- You are responsible for paying the service fees, if any. Personal service must be made by someone who is 18 years or older and not a party to the action. Complete the following process based on the type of service selected:
  - Personal Service:
    - Select either the Sheriff's Department, a private process server, or someone you know who is 18 years or older and not a party to the action and who knows the rules of service to serve each Defendant. There is a service fee that is payable to the Sheriff's Department or Private Process Server.
    - You can locate private process servers in the yellow pages under Process Servers.
    - Provide the process server with an Affidavit of Service (JDF 98) for each Defendant.
    - The process server will return the original Summons to you with the Affidavit of Service completed.
    - Each Defendant must be served.
- Service by Mail or Publication shall be allowed **only** upon approval by the Court.

Step 4: Service is complete.

- Return the original Summons with proof of service (Affidavit of Service JDF 98) to the Clerk.

Defendant files and answer or counterclaim:

- If you are the Defendant **do not disregard** the Complaint. A judgment could be entered against you, and the other party could start collection procedures.
- The Defendant can file with the Court an Answer in writing stating their defense(s), and if applicable, a counterclaim and any allegations with regard to the Plaintiff. The purpose of the answer is for the Defendant to respond to the allegations in the complaint and to state any claims against the Plaintiff that the Defendant might have.
  - The filing fee for the answer is \$158.00. If the Defendant is also filing a cross or counterclaim or both, with the answer, the filing fee is \$376.00. If the Defendant is unable to pay, they may complete the Motion to File without Payment and Supporting Financial Affidavit (JDF 205) and submit it to the Court.
  - If you are the Plaintiff **do not disregard** an answer or counterclaim. A judgment could be entered against you, and the other party could start collection procedures.