INSTRUCTIONS FOR FILING
"REQUEST TO TERMINATE OR MODIFY PROBATION OR DEFERRED SENTENCE"

These standard instructions are for informational purposes only and do not constitute legal advice about your case.

GENERAL INFORMATION

- The person submitting the form will leave the form with the probation department. It is the probation department who will then submit the form to the District Attorney's office, and the DA's office will then file it with the Court after review. The DA's office will not accept these forms directly from defendants, nor will the Court.
- Typically, the Court will notify you within two weeks by mail of the judge's decision. **BE SURE TO PROVIDE YOUR PHONE NUMBER, E-MAIL AND COMPLETE ADDRESS.**

COMMON TERMS

- Defendant: the party against whom an action is brought.
- DA: District Attorney's Office
- RMOMS: Rocky Mountain Offender Management Services
- D J/S: Deferred Judgment and Sentence

STEPS TO FILING FORM

1. Fill out caption box on your form as follows

☐ County Court ☐ District Court Boulder County, Colorado ☐ 1777 – 6th Street P. O. Box 4249, Boulder, Co 80306 (303) 441-3750 ☐ 1035 Kimbark Street Longmont, CO 80501 (720) 564-2522	
PEOPLE OF THE STATE OF COLORADO vs. ***PRINT YOUR NAME HERE*** , Defendant	▲COURT USE ONLY▲
Attorney **or** Party Without Attorney (name, address, phone & e-mail) ***PRINT YOUR CURRENT ADDRESS, INCLUDING CITY, STATE, ZIP, E-MAIL AND PHONE NUMBER*** Attorney Registration #	Case Number: ***WRITE YOUR COURT CASE NUMBER HERE*** Division:
REQUEST TO TERMINATE OR MODIFY PROBATION OR DEFERRED SENTENCE	

2. Check the applicable box for the action you are requesting and explain in Box #1 of the form why you are making this request.
3. Be sure to sign your request, but do not fill in any spaces below your signature.
4. Leave the form with your probation officer at this point, at either Intervention, RMOMS or the Probation Department
5. If you have not heard from the court within fourteen days regarding your request, you may call 303-441-3750 (Boulder) or 720-564-2522 (Longmont) to inquire on the status of your request.