INSTRUCTIONS FOR FILING - "REQUEST TO LEAVE THE STATE/COUNTRY"

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

GENERAL INFORMATION

- Submitting party must acquire the appropriate signatures themselves.
- Typically the court will notify you within 2-5 days via phone or mail of the judge's decision. **BE SURE TO PROVIDE YOUR PHONE NUMBER, EMAIL AND COMPLETE ADDRESS**
- **You must sign the request**
- Special conditions may be required of you during and/or after leave.

COMMON TERMS

- CJS-Community Justice Services.
- DA-District Attorney's office.
- Defendant- the party against which an action is brought.
- RMOMS-Rocky Mountain Offender Management Services.
- Surety-person other than defendant that posted bond.

STEPS TO FILING FORM

1. Fill out caption box on your form as follows:

County Court District Court Boulder County, Colorado Court Address and Phone: ☐ 1777 – 6th Street P. O. Box 4249 ☐ 1035 Kimbark Street Boulder, Co 80306 Longmont, CO 80501 (303) 441-3750 (303)682-6892 PEOPLE OF THE STATE OF COLORADO Vs. ***(PRINT YOUR NAME HERE)***	▲ ▲ **COURT USE ONLY**
Attorney or Party Without Attorney (Name and Address): ***(PRINT YOUR CURRENT CONTACT ADDRESS-INCLUDING CITY,STATE, ZIP, EMAIL AND PHONE NUMBER)**** *Info needed to contact you in regards to signed order Phone Number: E-mail: FAX Number: Atty. Reg. #:	Case Number: ***(WRITE YOUR COURT CASE NUMBER HERE)*** Division Courtroom
REQUEST TO LEAVE THE STATE/COUNTRY	

2. Specify requested leave dates, include both leave and return dates. Fill in the address where the courts may reach you during your leave. Note: if you are aware of multiple trips and their dates and destinations you may use one request form accompanied by separate itineraries.

3. Contact the appropriate office(s) for required signatures and then return the form to the Court Clerk's Office for the judge to review the request.

4. If you have not heard from the court within 2-5 days regarding your request, you may call 303-441-3750 to inquire on the status of your request.