

Small Claims Court, Denver County, Colorado 1437 Bannock Street, Room 135 Denver, Colorado 80202, 720-865-7840	
PLAINTIFF(S): _____ Address: _____ City/State/Zip: _____ Phone: Home _____ Work _____ v. DEFENDANT(S): _____ Address: _____ City/State/Zip: _____ Phone: Home _____ Work _____	▲ COURT USE ONLY ▲
Attorney or Party Without Attorney (Name and Address): Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg. #: _____	Case Number: Division: Small Claims Courtroom:
NOTICE OF REPRESENTATION BY ATTORNEY	

TO THE COURT AND TO THE PLAINTIFF(S) NAMED ABOVE:

Please take notice that Defendant(s) _____, will be represented by: _____, an attorney at the trial of the above-captioned matter. Plaintiff(s) may now be represented by an attorney if Plaintiff(s) wishes. **However, it is not required that Plaintiff(s) be represented by an attorney.**

Please further take notice that this Notice of Representation by Attorney must be filed with the court at least seven days **prior** to the first scheduled trial date in this matter. If not filed at least seven days **prior** to the first scheduled trial date, the Court shall strike this notice and neither party may be represented by an attorney at the trial.

NOTE: Defendant(s) must make payment of the filing fee required for defendant's answer (and counterclaim, if any is anticipated) at the time of the filing of the Notice of Representation by Attorney.

Defendant's Signature	Date	Attorney's Signature	Date

CERTIFICATE OF MAILING

I hereby certify on (date) _____ the original of this document was filed with the Court; and a true and accurate copy of the NOTICE OF REPRESENTATION BY ATTORNEY was served on the Plaintiff(s), by placing it in the United States Mail, postage pre-paid at the address(es) listed above.

Dated: _____

Defendant/Attorney