

Denver County Court, City and County of Denver, Colorado
520 W. Colfax Avenue, Room 160
Denver, Colorado 80204, 720-337-0410

I request the Court to:

For the following reasons:

[illegible]

COURT USE ONLY:

Copy sent to: **Denver District Attorney** ☐ **Denver City Attorney** ☐

Order from the Court:

Date: _____ **Judge/Magistrate:** _____

INSTRUCTIONS TO FILE A MOTION

These standard instructions are for informational purposes only and 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 NEEDED

- Defendant's full name.
- Defendant's current contact information. Including but not limited to:
 - Phone number
 - Address
 - Email address
- Case number(s) that you wish to file the motion on.
- Title of your motion.
 - General purpose of your request.
- What are you requesting from the court?
- What are your reasons for the request?
 - Providing detail and being as specific as possible.

FREQUENTLY ASKED QUESTIONS

- Does it cost money to file a motion?
 - No. In Denver County Court, General Sessions / Criminal Division, there is no filing fee.
- How can I submit my motion?
 - Email: gscrclerksoffice@denvercountycourt.org
 - Fax: (720) 337-0807
 - Postal Service:
520 W. Colfax, Room 160
Denver, CO 80204
 - Delivered in person to Room 160
- Will I be able to see the judge / magistrate today?
 - No. After the court has received the motion and the judicial officer has made a ruling, you will be notified. If the judge / magistrate is requesting a hearing regarding the motion, the courtroom clerk would be in contact to arrange that.
- How long does it take for the judge / magistrate to make a decision?
 - Depending on the request and volume of the courtroom, it generally takes anywhere from one – two weeks for a ruling to be made.
- How will I know when a decision has been made?
 - Once the judicial officer has ruled on the motion, the courtroom clerk would be in contact with you through the information provided on the motion.

If you do not understand this information, please contact an attorney.