



County Civil & Small Claims Appeals

www.DenverCountyCourt.org | 720-865-7840 | 1437 Bannock St. rm 135, 80202

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Editable versions of these forms and more information can be found on the state court web site:
www.court.state.co.us

The District Court requirements to initiate an appeal must be met within **35 days** of filing Notice of Appeal with County Court:

- Exact copy of the Notice of Appeal & Designation of Record filed in County Court
- \$193 District Court Filing Fee

County Court Civil Division Clerk's Office (Room 135):

8 a.m. – 6 p.m. Monday - Thursday

8 a.m. – 4 p.m. Friday

(Closed weekends / holidays.)

Assistance completing forms

Self-Represented Litigant Coordinator

8-4 p.m. M-F Room 281 720-865-7819

dccselfhelp@denvercountycourt.org

For ADA accommodation requests and related information, please visit:

www.DenverCountyCourt.org/ada

The instructions in this packet 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.

If you have a question about any of the information or contents of this packet, please contact an attorney.

Civil Appeal Check List

County Court case #:

District Court case #:

This is intended to be a generalized checklist based on Colorado Rules of Civil Procedure **Rule 411**. Some cases will involve other court rules or laws or may not follow the typical timelines and procedures outlined below. Always consult the proper rules or statutes and/or consult with qualified legal counsel. Court clerks and employees cannot give you any legal advice.

- ☐ Within 14 calendar days of judgment entering, you must file the Notice of Appeal and Designation of Transcript. A copy must be served upon the other party to this matter.

Judgment Date: ____/____/____ Notice of Appeal Filing Date: ____/____/____

- ☐ For appeal transcripts, provide a Transcript Request Form (JDF4). You may submit this in person **OR** Email: dcctranscriber@denvercountycourt.org, **OR** use the Online form: <https://www.denvercountycourt.org/data/>.

A clerk will assign your request to an outside transcriber service with whom you must communicate and pay in full and in a timely manner; otherwise, the appeal may be abandoned.

- ☐ Pay the Appeal Bond and Transcript fee within 14 calendar days of judgment entering.

Appeal Bond \$_____ (Cash or Credit Card only.)

Transcript Fee \$200 (Cannot be waived, Small Claims cases: party *may* choose to pay \$35 fee for audio recording in lieu of transcript(s).)

- ☐ Within 35 calendar days of Notice of Appeal being filed with Denver County Court, a copy of the Notice of Appeal and Designation of Transcript must be filed with the **Denver District Court**. The Denver District Court is located at 1437 Bannock Street Denver, Colorado 80202, on the second floor, **room 256**. For additional information please call (303) 606-2300.

Notice Filing Date w/District Court: ____/____/____ District Court Case #: ____ CV _____

- ☐ After receiving the Notice of Lodging and the Record on Appeal, you have 14 days to review the record for accuracy. If you are objecting to the record or transcript(s), an objection must be filed in writing with the County Court within 14 Days from the date the Notice of Lodging was issued.

If there are no objections filed, the record on appeal will be certified to the Denver District Court. Parties will receive a certificate which notes the date the case was certified to Denver District Court. Once the case has been certified Denver County Court will lose jurisdiction until the case has been returned or otherwise remanded from the Denver District Court.

- ☐ Typically, you will have 21 days from the date the record was certified to file the opening brief directly with the Denver District Court. Please contact the District Court for further information at this stage.

To contact the Denver County Court Appeals Clerk, **email:** dccappeal@denvercountycourt.org.

For additional assistance, you may contact the Denver County Court Self-Help Center, **email:** dccselfhelp@denvercountycourt.org **web:** <https://www.denvercountycourt.org/self-help-center/>, **phone:** (720) 865-7819.

*****THIS INFORMATION IS GIVEN AS A COURTESY AND IS NOT A SUBSTITUTE FOR LEGAL ADVICE. FOR ADDITIONAL INFORMATION PLEASE CONSULT WITH A QUALIFIED LEGAL PROFESSIONAL. *****

County Court, Denver County, Colorado 1437 Bannock Street, Room 135 Denver, Colorado 80202, 720-865-7840		
Plaintiff(s): v. Defendant(s):		
Attorney or Party Without Attorney (Name and Address): Phone Number: Fax Number: E-mail: Atty. Reg. #:		
		Case Number: Div: Courtroom:
NOTICE OF APPEAL AND DESIGNATION OF RECORD		

_____ hereby files an appeal in Denver County Court on the above caption case, for the following reasons: _____

 _____ *Add additional information on page 2.

I understand I will be required to post an appeal bond as set by the Court pursuant to Rule 411 (a) C.R.C.C.C.P. I also understand that during the course of the appeal process, a Stay of Execution as well as a recall of any execution(s) on any judgment(s) will be in effect during the duration of the appeal process; and that interest shall continue to accrue on any monetary judgment(s) during the duration of the appeal process.

Current Contact Information for the Appellant

Full Name: _____
 Mailing Address: _____
 City, State, and Zip Code: _____ Email: _____
 Home Phone Number: _____ Work Number: _____ Cell Number: _____

Designation of Record:

The clerk of court will prepare the record on appeal, pursuant to 411, C.R.C.C.C.P. It will include the following item(s):

- ☐ The County Court case file, including all pleadings, motions, reports, exhibits, orders of the court and jury instructions, if applicable, and/or;
- ☐ The original transcript of the following proceedings:

Date of Proceeding	Courtroom Where Proceeding Took Place	Description of Proceeding
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

*Add additional information here.

Date: _____

Signature of Appellant or Attorney for Appellant

Atty. Reg. #

CERTIFICATE OF SERVICE

I certify that on _____ (date) an original was filed with Denver County Court and a true and accurate copy of this NOTICE OF APPEAL AND DESIGNATION OF RECORD was provided to the other party by (SELECT ONLY ONE):

- ☐ Hand Delivery ☐ Faxed to: (telephone number) _____
☐ Placing in the United States mail, FIRST-CLASS POSTAGE PREPAID
and addressed to the following:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature of Appellant *or* Attorney for Appellant

Atty. Reg. #

County Court, Denver County, Colorado 1437 Bannock Street, Room 135 Denver, Colorado 80202, 720-865-7840		
Plaintiff(s)/Petitioner(s): v. Defendant(s)/Respondent(s):		
Attorney or Party Without Attorney (Name and Address): Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg. #: _____		▲ COURT USE ONLY ▲ Case Number: _____ Division: Civil Courtroom _____
CERTIFICATE OF FILING AND SERVICE		

I, _____, hereby certify that on _____(date),
 I filed a copy of the attached Notice of Appeal and Designation of Record with the Denver District Court, 1437 Bannock St., rm. 256.

Date: _____ Signature: _____
☐ Petitioner/Plaintiff / ☐ Respondent/Defendant

CERTIFICATE OF SERVICE

I certify that on _____(date) a true and accurate copy of the Certificate was served on the other party by:

- | | |
|--|--|
| ☐ Hand Delivery | ☐ Placing it in the United States mail, postage pre-paid, and addressed to: |
| ☐ Faxed to: _____ | Name: _____ |
| ☐ E-filed | Address: _____ |
| | _____ |

Date: _____ Signature: _____
☐ Petitioner/Plaintiff / ☐ Respondent/Defendant

JDF 4



Transcript Request Form

I would like to order transcripts of the court events listed below per [Chief Justice Directive](#) 05-03.

1. My Information

Name: _____

Law Firm/Agency: (if any) _____
☐ If checked, this is a state agency under CJD 05-03(VI)(C)(1).

Full Mailing Address: _____

Phone: _____ Email _____

☐ If checked, I need accessible records (compatible with screen readers and other assistive tech).

2. Case Information

Case Number: _____ County: _____

Case Title: (caption; i.e People v Doe) _____

Division/Courtroom: _____ Judicial Officer: _____

3. Type and Cost

A transcriptionist will contact you to arrange payment before a transcript is started.

Type (check one)	Cost	Time from Start / Notes
☐ Ordinary	\$3.60 /page	30 Days
☐ Expedited	\$4.35 /page	10 Days
☐ Audio Recording (CD/MP4)	\$35	For Small Claims Appeals only. *
Attach a Court Order to request the following types: CJD 05-03(V)(B).		
☐ Overnight (a.k.a. daily)	\$5.85 /page	Next day, by court opening.
☐ Hourly	\$6.85 /page	2 hours of adjournment.

Additional fee for copies: \$1.35 - \$1.85/page. See CJD 05-03 Appendix A for a full list of prices.

Is this request for an appeal? ☐ No. ☐ Yes.

* Note

On appeal, an audio recording can only work in place of a written transcript for **Small Claims** cases. C.R.S. § 13-6-410.

Check with the district for its policy on ordering audio recordings of public hearings for unofficial use. CJD 05-03(V)(D)(2).

4. Court Events to be Transcribed ⁺

Full Hearing	Hearing Portion	Event Type (and any portion details)	Hearing Date	Times
<i>Examples:</i>		<i>(for full) Trial Day 1. (for a portion) Witness [full name]'s cross examination.</i>	12/12/2023 06/13/2021	8:30 – 4:15 9:37 - 20 min.
☐	☐			
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☐	☐			

⁺ If an event has already been transcribed, you'll be charged the copy rate (\$1.35 - \$1.85/page).

5. Sign & Date

By signing below I certify that I, or my firm/agency, will pay the full cost of the transcript.

Signature

Date

Admin Use Only:

Date of Request: _____

Reporter/ERO Name: _____ Date Contacted: _____

Estimate: Date _____ Number of Pages: _____

Deposit: Date _____ Amount Paid: \$ _____ Balance/Refund Paid: \$ _____

Payment Arrangements: _____

Transcript sent on: _____

I Certify that the preparation of this transcript follows the fee and format prescribed in CJD 05-03.

Reporter/ERO Signature: _____ Date: _____

ERO = Electronic Records Operator

COUNTY COURT APPEAL

C.R.C.P. 411

This document reflects all rule changes adopted and effective as of May 28, 2024.

Rule 411. Appeals.

(a) Notice of Appeal; Time for Filing; Bond. If either party in a civil action believes that the judgment of the county court is in error, that party may appeal to the district court by filing a notice of appeal in the county court within 14 days after the date of entry of judgment. The notice shall be in the form appearing in the Appendix to Chapter 25, Form 4, C.R.C.P. If the notice of the entry of judgment is transmitted to the parties by mail, the time for the filing of the notice of appeal shall commence from the date of the mailing of the notice. The appealing party shall also file within the said 14 days an appeal bond with the clerk of the county court. The bond shall be furnished by a corporate surety authorized and licensed to do business in this state as a surety, or one or more sufficient private sureties, or may be a cash deposit by the appellant and, if the appeal is taken by the plaintiff, shall be conditioned to pay the costs of the appeal and the counterclaim, if any, and, if the appeal be taken by the defendant, shall be conditioned to pay the costs and judgment if the appealing party fail. The bond shall be approved by the judge or the clerk. Upon filing of the notice of appeal, the posting and approval of the bond, and the deposit by the appellant of an estimated fee in advance for preparing the record, the county court shall discontinue all further proceedings and recall any execution issued. The appellant shall also, within 35 days after the filing of the notice of appeal, docket the case in the district court and pay the docket fee.

(b) Preparation of Record on Appeal. Upon the deposit of the estimated record fee, the clerk of the court shall prepare and issue as soon as may be possible a record of the proceedings in the county court, including the summons, the complaint, proof of service, and the judgment. The record shall also include a transcription of such part of the actual evidence and other proceedings as the parties may designate or, in lieu of transcription, to which they may stipulate. If a stenographic record has been maintained or the parties agree to stipulate, the party appealing shall lodge with the clerk of the court the reporter's transcript of the designated evidence or proceedings, or a stipulation covering such items within 42 days after the filing of the notice of appeal. If the proceedings have been electronically recorded, the transcription of designated evidence and proceedings shall be prepared in the office of the clerk of the county court or under the supervision of the clerk, within 42 days after the filing of the notice of appeal. The clerk shall notify, in writing, the opposing parties of the completion of the record, and such parties shall have 14 days within which to file objections. If none are received, the record shall be certified forthwith by the clerk. If objections are made, the parties shall be called for hearing and the objections settled by the county judge as soon as possible, and the record then certified.

(c) Filing of record. When the record has been duly certified and any additional fees therefor paid, it shall be filed with the clerk of the district court by the clerk of the county court, and the opposing parties shall be notified of such filing by the clerk of the county court.

(d) Briefs. A written brief shall contain a statement of the matters relied upon as constituting error and the arguments with respect thereto. It shall be filed in the district court by the appellant 21 days after filing of the record therein. A copy of such brief shall be served on the appellee. The appellee may file an answering brief within 21 days after such service. In the discretion of the district court, the time for filing of briefs and answers may be extended. When the briefs have been filed the matter shall stand at issue and shall be determined on the record and the briefs, with such oral argument as the court in its discretion may allow. No trial shall be held de novo in the district court unless the record of the proceedings in the county court have been lost or destroyed or for some other valid reason cannot be produced; or unless a party by proper proof to the court establishes that there is new and material evidence unknown and undiscoverable at the time of the trial in the county court which, if presented in a de novo trial in the district court, might affect the outcome.

(e) Determination of Appeal. Unless there is further review by the Supreme Court upon writ of certiorari and pursuant to the rules of such court, after final disposition of the appeal by the district court, the judgment on appeal therein shall be certified to the county court for action as directed by the district court, except upon trials de novo held in the district court or in cases in which the judgment is modified, in which cases the judgment shall be that of the district court and enforced therefrom.

SMALL CLAIMS APPEAL

C.R.S. 13-6-310

13-6-310. Appeals from county court.

(1) Appeals from final judgments and decrees of the county courts shall be taken to the district court for the judicial district in which the county court entering such judgment is located. Appeals shall be based upon the record made in the county court.

(2) The district court shall review the case on the record on appeal and affirm, reverse, remand, or modify the judgment; except that the district court, in its discretion, may remand the case for a new trial with such instructions as it may deem necessary, or it may direct that the case be tried de novo before the district court.

(3) Repealed.

(4) Further appeal to the supreme court from a determination of the district court in a matter appealed to such court from the county court may be made only upon writ of certiorari issued in the discretion of the supreme court and pursuant to such rules as that court may promulgate.

C.R.S. 13-6-311

13-6-311. Appeals from county court - simplified procedure.

(1)

(a) If either party in a civil action believes that the judgment of the county court is in error, he or she may appeal to the district court by filing notice of appeal in the county court within fourteen days after the date of entry of judgment and by filing within the said fourteen days an appeal bond with the clerk of the county court. The bond shall be furnished by a corporate surety authorized and licensed to do business in this state as surety, or one or more sufficient private sureties, or may be a cash deposit by the appellant and, if the appeal is taken by the plaintiff, shall be conditioned to pay the costs of the appeal and the counterclaim, if any, and, if the appeal is taken by the defendant, shall be conditioned to pay the costs and judgment if the appealing party fails. The bond shall be approved by the judge or the clerk.

(b) Upon filing of the notice of appeal, the posting and approval of the bond, and the deposit by the appellant of an estimated fee in advance for preparing the record, the county court shall discontinue all further proceedings and recall any execution issued. The appellant shall then docket his or her appeal in the district court. A motion for new trial is not required as a condition of appeal. If a motion for new trial is made within fourteen days, the time for appeal shall be extended until fourteen days after disposition of the motion, but only matters raised on the motion for new trial shall be considered on an appeal thereafter.

(2)

(a) Upon the deposit of the estimated record fee, the clerk of the court shall prepare and issue as soon as possible a record of the proceedings in the county court, including the summons, the complaint, proof of service, and the judgment. The record shall also include a transcription of such part of the actual evidence and other proceedings as the parties may designate or, in lieu of transcription, to which they may stipulate. If a stenographic record has been maintained or the parties agree to stipulate, the party appealing shall lodge with the clerk of the court the reporter's transcript of the designated evidence or proceedings or a stipulation covering such items within forty-two days after the filing of the notice of appeal. If the proceedings have been recorded electronically, the

transcription of designated evidence and proceedings shall be prepared in the office of the clerk of the county court, either by him or her or under his or her supervision, within forty-two days after the filing of the notice of appeal.

(b) The clerk shall notify, in writing, the opposing parties of the completion of the record, and the parties have fourteen days within which to file objections. If none are received, the record shall be certified forthwith by the clerk. If objections are made, the parties shall be called for hearing and the objections settled by the county judge as soon as possible and the record then certified.

(3) When the record has been duly certified and any additional fees therefor paid, it shall be filed with the clerk of the district court by the clerk of the county court, and the opposing parties shall be notified of such filing by the clerk of the county court.

(4) A written brief setting out matters relied upon as constituting error and outlining any arguments to be made shall be filed in the district court by the appellant within twenty-one days after filing of the record therein. A copy of the brief shall be served on the appellee. The appellee may file an answering brief within twenty-one days after such service. In the discretion of the district court, time for filing of briefs and answers may be extended.

(5) Unless there is further review by the supreme court upon writ of certiorari and pursuant to the rules of that court, after final disposition of the appeal by the district court, the judgment on appeal therein shall be certified to the county court for action as directed by the district court, except upon trials de novo held in the district court or in cases in which the judgment is modified, in which cases the judgment shall be that of the district court and enforced therefrom.

(6) Repealed.