



# Forcible Entry & Detainer (Eviction)

**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 county and state court web sites:

[www.denvercountycourt.org](http://www.denvercountycourt.org)

[www.courts.state.co.us](http://www.courts.state.co.us)

## Eligibility to file:

- Property must be located within the City and County of Denver.
- Filing party must be a "person of interest" in the case, i.e., the property owner or other individual (landlord, lessor, attorney for any of the above).
- Before filing, you must have served the tenant a Demand for Compliance or Right to Possession OR a Notice to Terminate Tenancy, and any required time period for the tenant to comply must have passed.
- Money claim cannot be over \$25,000

## Filing fees and other costs:

- \$85 – FED (possession-only)
- \$85 – FED + claim up to \$999
- \$105 – FED + claim \$1000- \$14,999
- \$135 – FED + claim up \$15,000- \$25,000
- Cost of Service – varies by sheriff's office / process server.

Civil Division Clerk's Office (rm. 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**, 720-865-7819

[dccselfhelp@denvercountycourt.org](mailto:dccselfhelp@denvercountycourt.org)

**In person T&TH room 281**

For ADA accommodation requests and related information, please visit:

[www.DenverCountyCourt.org/ada](http://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.

|                                                                                                                |                          |                                   |
|----------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------|
| County Court, Denver County, Colorado<br>1437 Bannock Street, Room 135<br>Denver, Colorado 80202, 720-865-7840 |                          | <b>▲ COURT USE ONLY ▲</b>         |
| Plaintiff(s):<br>v.<br>Defendant(s):<br><input type="checkbox"/> Any and all other occupants:                  |                          |                                   |
| Attorney or Party Without Attorney (Name and Address):                                                         |                          |                                   |
| Case Number:                                                                                                   |                          |                                   |
| Phone Number:<br>FAX Number:                                                                                   | E-mail:<br>Atty. Reg. #: | Division: <b>CIVIL</b> Courtroom: |
| <b>SUMMONS IN FORCIBLE ENTRY AND UNLAWFUL DETAINER</b>                                                         |                          |                                   |

**To the above-named Defendant(s), take notice that:**

1. On \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock\_\_M. in the **Denver** County Court, **Denver**, Colorado, the Court may be asked to enter judgment against you as set forth in the complaint.
2. A copy of the complaint against you and an answer form that you must use if you file an answer are attached.
3. If you do not agree with the complaint, then you must either:
  - a. Attend this hearing at the above date and time **virtually**, by using this link [\*\*http://bit.ly/dcc-civilreturns\*\*](http://bit.ly/dcc-civilreturns) or by dialing **720-600-4350** and using the Conference ID number of **177 756 212#** **OR**
  - b. File an answer with the Court, stating any legal reason you have why judgment should not be entered against you, at **1437 Bannock Street, Room 135** before that date and time.
4. You will not be charged a filing fee. A Defendant or Third-Party Defendant shall not be charged any fee, charge, or cost for filing an Answer in response to a forcible entry and detainer Complaint, regardless of whether the filing of the Answer includes a counterclaim or crossclaim, and regardless of whether a money judgment is being sought for any amount.
5. If you do not respond to the Landlord's complaint by filing a written Answer with the Court on or before the date and time in this summons or appearing in court at the date and time in this summons, the Judge may enter a Default Judgment against you in favor of your Landlord for possession. A Default Judgment for possession means that you will have to move out, and it may mean that you will have to pay money to the Landlord. In your answer to the Court, you can state why you believe you have a right to remain in the property, whether you admit or deny the Landlord's factual allegations against you, and whether you believe you were given proper notice of the Landlord's reasons for terminating your tenancy before you got this Summons. If you are claiming that the Landlord's failure to repair a residential premises is a defense to the Landlord's allegation of nonpayment of rent, the Court will require you to pay into the Registry of the Court, at the time of filing your Answer, the rent due less any expenses you have incurred based upon the Landlord's failure to repair the residential premises; unless the Court determines that you qualify to have this requirement waived due to your income.
6. **Any records associated with the action are suppressed and not accessible to the public until an Order is entered granting the Plaintiff possession of the premises.**
7. **If the Plaintiff is granted possession of the premises, the Court records may remain private if both parties agree to suppress the records.**
8. **For a residential action filed in county court pursuant to this article 40, either party has a right to appear in person or remotely by phone or video on a platform designated by the court. If a party participates remotely and the party is disconnected or there is a technology failure, the court shall make all reasonable efforts to contact the party and shall allow reasonable time for the party to reestablish connection. If the party is unable to reestablish connection, the court shall reschedule the hearing in person on the first available date after the date of the originally scheduled hearing but no later than one week after the originally scheduled hearing, to the extent practicable. The court shall not enter a default judgment if a party is unable to participate remotely due to a technological disconnection or failure.**

Dated at \_\_\_\_\_, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Clerk of the Court

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Attorney for Plaintiff(s) (if applicable)

\_\_\_\_\_  
Address(es) of Plaintiff(s)

\_\_\_\_\_  
Telephone Number(s) of Plaintiff(s)

This Summons is issued pursuant to §13-40-111, C.R.S. A copy of the Complaint together with a blank Answer form, a list of available residential and legal resources, and a form to request documents from the other party must be served with this Summons. This form should be used only for actions filed under Colorado's Forcible Entry and Detainer Act.

To the clerk: If this Summons is issued by the Clerk of the Court, the signature block for the clerk, deputy and the seal of the Court should be provided by stamp, or typewriter, in the space to the left of the attorney's name.

**WARNING: A REQUEST FOR A JURY TRIAL MAY BE DENIED PURSUANT TO LAW.**

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### CERTIFICATE OF MAILING

I/we, the undersigned Plaintiff(s) (or agent for Plaintiff(s)), certify that on \_\_\_\_\_ (date) I/we mailed a copy of the Summons, Complaint, Answer, Request and Order for Production, and Denver County Court Residential Resource Sheet form by postage prepaid, first-class mail, to \_\_\_\_\_, the Defendant(s) at the following address(es): \_\_\_\_\_.

\_\_\_\_\_  
Plaintiff(s)/Agent for Plaintiff(s)

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### Section 13-40-111 Colorado Revised Statutes, as amended.

#### 13-40-111. Issuance and return of summons.

(1) Upon filing the complaint as required in section 13-40-110, the clerk of the court or the attorney for the plaintiff shall issue a summons. The summons must command the defendant to appear before the court at a place named in the summons and at a time and on a day not less than seven days but not more than fourteen days after the day of issuing the same to answer the complaint of plaintiff. A court shall not enter a default judgment for possession before the close of business on the date upon which an appearance is due. The summons must also contain a statement addressed to the defendant stating: "If you do not respond to the landlord's complaint by filing a written answer with the court on or before the date and time in this summons or appearing in court at the date and time in this summons, the judge may enter a default judgment against you in favor of your landlord for possession. A default judgment for possession means that you will have to move out, and it may mean that you will have to pay money to the landlord. In your answer to the court, you can state why you believe you have a right to remain in the property, whether you admit or deny the landlord's factual allegations against you, and whether you believe you were given proper notice of the landlord's reasons for terminating your tenancy before you got this summons."

#### 14-40-112. Service.

(1) Such summons may be served by personal service as in any civil action. A copy of the complaint must be served with the summons.

(2) If personal service cannot be had upon the Defendant by a person qualified under the Colorado Rules of Civil Procedure to serve process, after having made diligent effort to make such personal service, such person may make service by posting a copy of the summons and the complaint in some conspicuous place upon the premises. In addition, thereto, the Plaintiff shall mail, no later than the next day following the day on which he/she files the complaint, a copy of the summons, or, in the event that an alias summons is issued, a copy of the alias summons, and a copy of the complaint to the Defendant at the premises by postage prepaid, first-class mail.

(3) Personal service or service by posting shall be made at least seven days before the day for appearance specified in such summons, and the time and manner of such service shall be endorsed upon such summons by the person making service thereof.



# Information for Eviction Cases

A forcible entry and detainer case, also called an “FED” or “eviction” case, has been filed against you. This sheet explains some of your rights. While you are not required to do so, you may contact the landlord or the landlord’s attorney to discuss resolving your case and you may also contact a tenant attorney to discuss your case.

## ① What to do



**If you disagree with the claim against you, you must:**

1. Complete the blank Answer form.

Your completed Answer should say why you should not be evicted and/or do not owe the money (state your defense). You can also list claims you may have against the plaintiff/landlord. These are called “counterclaims.” If you have a counterclaim, you must list the facts that support your counterclaim.

2. File your completed Answer.



File your completed Answer with the court at or before the date given for your appearance in the Summons.

Provide a copy to the plaintiff/landlord or the plaintiff/landlord’s attorney.

3. Appear in Court at the date and time listed in your Summons or in any court order.

4. Pay the filing fee *or*, if you cannot afford the filing fee, complete and file fee waiver forms JDF 205 and 206. You can find the forms and instructions at: [https://www.courts.state.co.us/Forms/Forms\\_List.cfm?Form\\_Type\\_ID=176](https://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=176)

5. You may request all documents in the plaintiff/landlord’s possession related to this case.

- File with the court a completed copy of the Request for Documents in Eviction Cases form.
- You received this form with the Summons.
- Provide a copy of the completed Request to the plaintiff/landlord.

6. You must follow any court order requiring you to give the plaintiff/landlord documents that you have related to this case.

If you are missing forms, you can find them at: [https://www.courts.state.co.us/Forms/Forms\\_List.cfm?Form\\_Type\\_ID=28](https://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=28)

The following website has information about the procedures in the county in which your case was filed: <https://www.courts.state.co.us/Courts/District/Choose.cfm>

**Note:** If you do **not** file a timely Answer or appear in court, the court may issue a *default judgment* and/or money judgment against you. This means you will be evicted. The landlord is given possession of the property. You may also owe the landlord money.

The Court may also issue a Writ of Restitution against you. The Writ of Restitution allows a Sheriff to remove you and your belongings from your home.

## ②

## Resources



You can find these and other helpful resources in the Summons form:

- Self Help Center  
To locate your local self help center go here: [https://www.courts.state.co.us/Self\\_Help/center.cfm](https://www.courts.state.co.us/Self_Help/center.cfm)
- Colorado Legal Services  
- **Free** legal services to low income tenants facing evictions.  
- **Call** (303) 837-1313 ext. 444 or visit <https://www.coloradolegalservices.org/>

|                                                                                                             |
|-------------------------------------------------------------------------------------------------------------|
| <p><b>DENVER COUNTY COURT RESIDENTIAL RESOURCE SHEET PURSUANT TO</b></p> <p><b>13-40-111(5), C.R.S.</b></p> |
|-------------------------------------------------------------------------------------------------------------|

### **Legal Resources**

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**Colorado Legal Services**

303-837-1313 / <https://www.coloradolegalservices.org/>

**Colorado Poverty Law Project**

720-772-9762/ <https://www.copovertylawproject.org/>

**COVID-19 Eviction Defense Project**

<https://cedproject.org/> (no phone number)

**Colorado Affordable Legal Services**

**Housing Eviction Legal Project (H.E.L.P.) Line**

**720-GET-HELP (720-438-4357) [Intake@calslawfirm.com](mailto:Intake@calslawfirm.com)**

**Denver County Court Pro-Se Resource Center**

720-865-7819 / <https://www.denvercountycourt.org/self-help-center/>

### **Residential Resources**

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**Denver Human Services**

720-944-2032/ <https://denvergov.org/Government/Agencies-Departments-Offices/Denver-Human-Services/Be-Supported/Additional-Assistance/Emergency-Assistance>

**Brothers Redevelopment**

1-844-926-6632 / <https://brothersredevelopment.org/>

**Colorado Affordable Legal Services**

**Landlord-Tenant Rights, Resources & Referrals**

**303-996-0010 [www.coloradoaffordablelegal.com](http://www.coloradoaffordablelegal.com)**

**Denver's Emergency Rental Assistance Program**

1-844-926-6632 / [www.Denvergov.org/RentAssistance](http://www.Denvergov.org/RentAssistance)

**Colorado Department of Local Affairs Emergency Rental Assistance Program (ERAP)**

1-888-480-0066 / <https://cdola.colorado.gov/rental-mortgage-assistance>

|                                                                                                                                                                                                                                                             |                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| County Court, Denver County, Colorado<br>1437 Bannock Street, Room 135<br>Denver, Colorado 80202, 720-865-7840                                                                                                                                              |                                                                                                                                                    |
| Plaintiff(s):<br><br>v.<br><br>Defendant(s):<br><br><input type="checkbox"/> Any and all other occupants                                                                                                                                                    | <b>▲ COURT USE ONLY ▲</b>                                                                                                                          |
| Attorney or Party Without Attorney (Name and Address):<br><br><br><div style="display: flex; justify-content: space-between;"> <div>           Phone Number:<br/>FAX Number:         </div> <div>           E-mail:<br/>Atty. Reg. #:         </div> </div> | Case Number:<br><br><br><div style="display: flex; justify-content: space-between;"> <div>Division: <b>CIVIL</b></div> <div>Courtroom</div> </div> |
| <b>COMPLAINT IN FORCIBLE ENTRY AND DETAINER</b>                                                                                                                                                                                                             |                                                                                                                                                    |

**The Plaintiff(s), named above, state(s) and allege(s) as follows:**

1. This eviction proceeding is brought to terminate a ☐residential ☐commercial tenancy.
  
2. The plaintiff hereby notifies the Court and the Defendant(s) that the Plaintiff wishes to participate in Court Proceedings ☐in person ☐remotely via telephone or video. Plaintiff understands that should the Plaintiff choose to elect a different method of participation, the Plaintiff must notify the Court of their decision no less than 48 hours prior to the appearance. **If an election is not made, the Court will require personal participation by the Plaintiff.**
  
3. Plaintiff(s) is/are the owner(s) of premises in the City of \_\_\_\_\_ County of \_\_\_\_\_, State of Colorado as follows:

|                       |     |       |
|-----------------------|-----|-------|
| Street Address: _____ |     |       |
| Subdivision:          | Lot | Block |

4. Defendant(s) leased and occupied the premises pursuant to a ☐written lease, a copy of which is attached and incorporated as Exhibit A or ☐verbal tenancy at a monthly rental of \$ \_\_\_\_\_, payable in advance on the \_\_\_\_\_ day of each month. By such lease or tenancy, the Defendant(s) entered into the possession and occupancy of the premises.
  
5. ☐Defendant(s) has/have failed to pay monthly rental due on the following dates:  
 \_\_\_\_\_ and as of the date of this filing is/are indebted to the Plaintiff(s) for past due rent in the amount of \$ \_\_\_\_\_ and damages in the amount of \$ \_\_\_\_\_, totaling \$ \_\_\_\_\_.  
  
**or**
6. ☐Defendant(s) has/have violated the terms and conditions of the lease by failing to comply with the following covenants or conditions of the lease:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Plaintiff(s) have properly served either a written "Demand for Payment of Rent Due or Possession" **or** written "Notice to Quit" upon the Defendant(s) on \_\_\_\_\_(date). The amount of time given to the Defendant(s) on the "Demand" or "Notice" has expired. A copy of the "Demand" or "Notice" is attached and incorporated as Exhibit B.
8. Defendant(s) unlawfully and wrongfully holds possession of the premises contrary to the terms of the parties' lease agreement. Rent due continues to accrue at \$ \_\_\_\_\_per day until the Plaintiff(s) regain(s) possession of the premises.
9. The amount demanded by the Plaintiff(s) ☐does ☐does not exceed \$25,000.00. If the amount does exceed \$25,000.00, the Plaintiff(s) wish to limit recovery of the amount to the jurisdiction of the Court.
10. Defendant(s) is/are not engaged in the military service of the United States and is/are engaged in a civilian occupation.
11. Plaintiff(s) ☐do ☐does not demand trial by jury. If demand is made a jury fee must be paid.

## 12. Facts regarding Mandatory Mediation

- ☐ I swear or affirm the following information is true:
- ☐ If checked, Mandatory Mediation was held, but unsuccessful.
- ☐ If checked, Mandatory Mediation was not held, because: (Check why below)
- ☐ The tenant didn't say if they qualified for Mandatory Mediation.
- ☐ The tenant doesn't qualify for Mandatory Mediation.
- ☐ The landlord is a non-profit organization that already offers mediation.
- ☐ The landlord doesn't have more than five rental units.

**Wherefore**, Plaintiff(s) request(s) judgment for recovery of possession of the premises, for rent due or to become due, for present and future damages and costs, and for any other relief to which Plaintiff(s) is/are entitled.

### VERIFIED SIGNATURE(S)

I declare under penalty of perjury under the law of Colorado that the foregoing is true and correct.

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at  
(date) (month) (year)

\_\_\_\_\_  
(city or other location)

\_\_\_\_\_  
(state or country)

\_\_\_\_\_  
Plaintiff(s) / Plaintiff(s) Attorney Signature

\_\_\_\_\_  
Plaintiff(s) Address

\_\_\_\_\_  
Plaintiff(s) Email Address

\_\_\_\_\_  
Plaintiff(s) Telephone Number

|                                                                                                                                                            |  |                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------|
| County Court, Denver County, Colorado<br>1437 Bannock Street, Room 135<br>Denver, Colorado 80202, 720-865-7840                                             |  | <p style="text-align: center;"><b>▲ COURT USE ONLY ▲</b></p> |
| Plaintiff(s)<br><br>v.<br><br>Defendant(s):                                                                                                                |  |                                                              |
| Attorney or Party Without Attorney (Name and Address):<br><br>Phone Number:                      E-mail:<br>FAX Number:                      Atty. Reg. #: |  | Case Number:<br><br>Division: <b>Civil</b> Courtroom         |
| <b>STATEMENT REGARDING MILITARY SERVICE</b>                                                                                                                |  |                                                              |

Plaintiff(s) \_\_\_\_\_, state(s) the following:

1. To the best of my ability, I have determined that the Defendant(s) ☐ is (are) ☐ is not (are not) in the military service of the United States.
2. In support of this statement, the Plaintiff(s) set(s) forth the following facts: (State facts concerning military status of the Defendant(s), if the military status of the Defendant(s) is (are) not known, so state here.)

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Date: \_\_\_\_\_

\_\_\_\_\_  
☐ Petitioner/Plaintiff or ☐ Respondent/Defendant

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State and Zip Code

\_\_\_\_\_  
 Telephone Number (Home) (Work)

**NOTE: This document is to be filed with the Summons and Complaint**



|                                                                                                                          |                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| COUNTY COURT, CITY AND COUNTY<br>OF DENVER, COLORADO<br>City and County Building<br>1437 Bannock St.<br>Denver, CO 80202 |                                                                                                        |
| <hr/> Plaintiff / Petitioner:<br>v.<br>Defendant / Respondent:<br><hr/>                                                  | <p style="text-align: center;"><b>▲ COURT USE ONLY ▲</b></p> <hr/> Case Number:<br><br>Division      C |
| <p style="text-align: center;"><b>AFFIDAVIT REGARDING EVICTIONS AND THE CARES ACT</b></p>                                |                                                                                                        |

I am the Plaintiff in this action, and I submit this affidavit to assist the court in determining whether the property is subject to the limitations and restrictions in The Coronavirus Aid, Relief, and Economic Security Act (The CARES Act, PL 116-136 HR748 March 27, 2020).

1. I am the ☐ lessor, ☐ landlord, ☐ borrower, ☐ agent or attorney of the property at issue.
2. To the best of my ability, I ☐ have reviewed the CARES Act Sections 4022, 4023, and 4024.
3. The property ☐ is subject to a mortgage.  
☐ is not subject to a mortgage. (check one)
4. The property ☐ is covered by the CARES Act.  
☐ is not covered by the CARES Act. (check one)
5. The property ☐ is covered by the CARES Act and a forbearance was requested.  
☐ is covered by the CARES Act and a forbearance was not requested.  
(check one)
  - a. The forbearance period began on \_\_\_\_\_ and will end on \_\_\_\_\_.

I declare under penalty of perjury under the law of Colorado that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Section 4024 of the Act imposes a temporary moratorium on eviction filings for “covered dwellings” from March 27, 2020 to July 27, 2020 for nonpayment of rent or other charges. For more information visit <https://www.congress.gov/bill/116th-congress/house-bill/748/text?loclr=bloglaw>.

|                                                                                                                                                            |  |                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------|
| County Court, Denver County, Colorado<br>1437 Bannock Street, Room 135<br>Denver, Colorado 80202, 720-865-7840                                             |  | <b>▲ COURT USE ONLY ▲</b>                             |
| Plaintiff(s):<br>v.<br>Defendant(s):<br><input type="checkbox"/> Any and all other occupants:                                                              |  |                                                       |
| Attorney or Party Without Attorney (Name and Address):<br><br>Phone Number:                      E-mail:<br>FAX Number:                      Atty. Reg. #: |  |                                                       |
|                                                                                                                                                            |  | Case Number:<br><br>Division: <b>CIVIL</b> Courtroom: |
| <b>REQUEST AND ORDER FOR PRODUCTION PURSUANT TO 13-40-111(6)(b), C.R.S.</b>                                                                                |  |                                                       |

TO THE PARTIES IN THIS ACTION: Pursuant to State law, this form may be used to request documentation from the other Party that is relevant to this case. To use this form, you must complete this section titled "Information About the Requesting Party" and then file this form with the Clerk of Court. Once the Court has signed the attached Order, the Request and Order must be delivered to the other Party.

**Information about the Requesting Party:**

Your Name: \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

I \_\_\_\_\_ (Your Name), ☐ Plaintiff ☐ Defendant hereby request from the other Party any documentation relevant to this action.

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

|                                                                                                                                                                                                                                                                               |  |                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------|
| County Court, Denver County, Colorado<br>1437 Bannock Street, Room 135<br>Denver, Colorado 80202, 720-865-7840                                                                                                                                                                |  | <p style="text-align: center;"><b>▲ COURT USE ONLY ▲</b></p> |
| Plaintiff(s):<br>v.<br>Defendant(s):<br><input type="checkbox"/> Any and all other occupants:                                                                                                                                                                                 |  |                                                              |
| Attorney or Party Without Attorney (Name and Address):<br><br><div style="display: flex; justify-content: space-between;"> <div>           Phone Number:<br/>           FAX Number:         </div> <div>           E-mail:<br/>           Atty. Reg. #:         </div> </div> |  |                                                              |
| <div style="display: flex; justify-content: space-between;"> <div>           Case Number:<br/><br/>           Division: <b>CIVIL</b> </div> <div>           Courtroom:         </div> </div>                                                                                  |  |                                                              |
| <b>ORDER FOR PRODUCTION PURSUANT TO 13-40-111(6)(b), C.R.S.</b>                                                                                                                                                                                                               |  |                                                              |

The other party has made a Request for Production pursuant to 13-40-111(6)(b), C.R.S. You are hereby ORDERED to deliver to the other party any documentation in your control that is relevant to this case. You must deliver the requested documentation to the other Party before the trial date.

**The party receiving this Order is hereby put on notice that true and accurate copies of ANY documents to be presented as evidence MUST be given to the other side. You need not produce all the documents, but you must produce any documents you intend to use as evidence. If you fail to do so, the documents not produced will not be allowed for use as evidence.**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
 County Court ☐ Judge ☐ Magistrate ☐ Clerk

|                                                                                                                                     |                          |                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------|
| <b>County Court, Denver County, Colorado</b><br><b>1437 Bannock Street, Room 135</b><br><b>Denver, Colorado 80202, 720-865-7840</b> |                          | <p style="text-align: center;"><b>▲ COURT USE ONLY ▲</b></p> |
| Plaintiff(s):<br>v.<br>Defendant(s):                                                                                                |                          |                                                              |
| Attorney or Party Without Attorney (Name and Address):                                                                              |                          | Case Number:                                                 |
| Phone Number:<br>FAX Number:                                                                                                        | E-mail:<br>Atty. Reg. #: | Division <b>Civil</b> Courtroom                              |
| <b>ANSWER UNDER SIMPLIFIED CIVIL PROCEDURE</b><br><b>(including counterclaim(s) and/or cross claim(s))</b>                          |                          |                                                              |

The Defendant(s) \_\_\_\_\_(name), answer(s) the complaint as follows:

**FOR EVICTION CASES ONLY:** The Defendant hereby notifies the Court and the Plaintiff(s) that the Defendant wishes to participate in Court Proceedings ☐in person ☐remotely via telephone or video. Defendant understands that should the Defendant choose to elect a different method of participation, the Defendant must notify the Court of their decision no less than 48 hours prior to the appearance. **If an election is not made, the Court will require personal participation by the Defendant.**

1. The amount of damages claimed to be due to the Plaintiff(s) by the complaint in this action is not due and owing for the following reasons:

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**OR**

the Plaintiff(s) is/are not entitled to possession of the property and Defendant(s) is/are entitled to retain possession for the following reasons:

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**OR**

the injunctive relief requested by the Plaintiff(s) should not be allowed for the following reasons:

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2. ☐ (If applicable) the Defendant(s), \_\_\_\_\_, assert(s) the following counterclaim(s) or setoff(s) against the Plaintiff(s)

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3. ☐ (If applicable) the Defendant(s) \_\_\_\_\_, assert(s) the following cross claim(s) against \_\_\_\_\_, named Defendant(s) (you are limited to the jurisdiction of the court):

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4. If a counterclaim is asserted above, you must check one of the following statements:

- ☐ The amount of the counterclaim **does not** exceed the jurisdiction of the court.
- ☐ The amount of the counterclaim **does** exceed the jurisdiction of the court, but I wish to limit my recovery to the jurisdiction of the court.
- ☐ The amount of the counterclaim **does** exceed the jurisdiction of the court, and I wish the case transferred to the District Court.

5. The Defendant(s):

- ☐ Request(s) a trial to the court.
- ☐ Request(s) a jury trial.

**WARNING: IN SOME CASES, A REQUEST FOR A JURY TRIAL MAY BE DENIED PURSUANT TO LAW.**

Note: All Defendants filing this answer must sign unless the answer is signed by an attorney.

\_\_\_\_\_  
Signature of Defendant(s)

\_\_\_\_\_  
Signature of Attorney for Defendant(s) (if applicable)

Address(es) of Defendant(s): \_\_\_\_\_

Phone Number(s) of Defendant(s): \_\_\_\_\_

Email Address of Defendant(s): \_\_\_\_\_

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☐ Private process server

☐ Sheriff, \_\_\_\_\_ County

Fee \$ \_\_\_\_\_ Mileage \$ \_\_\_\_\_

☐ By checking this box, I am acknowledging I am filling in the blanks and not changing anything else on the form.

☐ By checking this box, I am acknowledging that I have made a change to the original content of this form.

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### VERIFICATION

**I declare under penalty of perjury under the law of Colorado that the foregoing is true and correct.**

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(date) (month) (year)

\_\_\_\_\_  
(city or other location, and state OR country)

\_\_\_\_\_  
(Printed Signature)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*Documents Served were:**

Summons in Eviction

Complaint in Eviction

List of Resources

Request and Order for Production of Documents

Supreme Court Information Sheet (JDF 186 SC)

Blank Answer

CARES Act Affidavit

Affidavit Regarding Military Service

## NOTICE TO PARTIES IN DENVER COUNTY COURT CIVIL MATTERS

The Plaintiff has initiated a civil lawsuit against the Defendant seeking a judgment for Money and/or Possession of Property. A Summons Return Date has been scheduled with the Court. During the hearing an advisement video will be played providing a general overview of the Courts expectations and procedures. The Civil Returns Courtroom can be accessed virtually through Microsoft Teams, or by appearing in person.

**Civil Returns Virtual Courtroom:** Telephone Number: 720-600-4350, Conference ID: 177 756 212#, Video Link: <https://bit.ly/dcc-civilreturns>.

### **Options for Pro Se parties without an Attorney:**

**Written Stipulation (agreement):** The parties are strongly encouraged to speak prior to the Summons Return Date to see if an agreement can be reached to resolve the case. The Plaintiff's contact information is located on the Summons and Complaint. Note, stipulations must be filed with the Court. If the stipulation resolves all issues, the court date will be vacated.

**Answer:** If the Defendant disputes the claim, an answer must be filed on or before the Summons Return Date no later than 5:00 pm Monday/Thursday, and 4:00 pm on Friday. A blank answer form should be attached to the Summons and Complaint packet.

- a. The answer form must be filled out completely and set forth a legal defense to the claim.
- b. There is a fee to file an Answer (and Counterclaim). If you cannot afford to pay the fee you may file a Motion to Waive Filing Fee. Forms are available in room 135.
- c. **Eviction Cases-** The Court does not charge an Answer Fee for Eviction Cases.
  - When a Pro Se Defendant files an answer the Court will mail a copy of the answer to the opposing party.
- d. Upon timely filing of an answer court staff will contact both sides to set future proceedings.

**Form Request:** Parties may request forms by emailing: [trcvclerksoffice@denvercountycourt.org](mailto:trcvclerksoffice@denvercountycourt.org). Be sure to specify which form you are requesting.

**Default Judgment:** If a Defendant does not file an answer on or before the date listed in the summons the Court may enter a judgment against the Defendant for the relief requested in the Complaint. The default judgment may be a Money Judgment and/or a Possession of Property (Eviction).

### **Methods to file documents with the Court:**

**Email:** [dcccivilanswers@denvercountycourt.org](mailto:dcccivilanswers@denvercountycourt.org).

- When an Answer is filed the Court will contact the filing party through email to provide information regarding payment of the Answer Fee. The email will include a copy of the Motion to Waive Filing Fee with a proposed order. The Answer fee must be paid or waived no later than one (1) business day from the date the Answer was filed.

**Personal Delivery:** Denver County Court, 1437 Bannock Street, Denver, Colorado, room 135.

**US Mail:** Denver County Court, 1437 Bannock Street, Denver, Colorado, 80202, room 135.

- Documents sent through US Mail must be mailed at least three (3) days prior to the Summons Return Date. **DO NOT SEND CASH.**

**ATTORNEY'S ONLY-** Attorneys are required to E-File all pleadings through the Denver County Court E-filing system. For further information please visit: <https://www.denvercountycourt.org/efile/>.

**IMPORTANT:** All documents submitted to the Court must include a Case Number, Signatures, Printed Names, Current Phone Numbers, and Mail and Email Addresses of all persons/attorneys submitting the documents.



#### Resources:

- Denver County Court Self Help Center:
  - Website: [DCCSelfHelp@denvercountycourt.org](mailto:DCCSelfHelp@denvercountycourt.org)
  - Phone: 720-865-7819
  - Office Hours: Monday-Friday 8:00AM to 4:00PM, in person Tuesday & Thursday- Room 281, City and County Building
  - Help with County Court civil cases.
- Denver Human Services Outreach Case Coordinator:
  - Website: [www.denvergov.org/content/denvergov/en/denver-human-services/be-supported/food-cash-medical/apply-for-assistance.html](http://www.denvergov.org/content/denvergov/en/denver-human-services/be-supported/food-cash-medical/apply-for-assistance.html)
  - Eviction assistance, Emergency Shelter, Medical/Food/Financial assistance
- Colorado Legal Services:
  - Website: [www.coloradolegalservices.org](http://www.coloradolegalservices.org)
  - Phone: 303-837-1313
  - Office Hours: In person Monday, Wednesday-Friday, 8:00AM-11AM, Room 179, City and County Building
  - Free legal services to tenants facing evictions for those who qualify.
- Eviction Clinic:
  - Website: [www.denvergov.org/Housing](http://www.denvergov.org/Housing)
  - Office Hours: Monday-Friday 8:00AM-12:00PM, Room 163, City and County Building
  - Attorneys, ERAP navigation, Resource assistance

For more information, visit the Court's website at: [www.denvercountycourt.org](http://www.denvercountycourt.org)

Denver County Court Forms: [www.denvercountycourt.org/civil-forms/](http://www.denvercountycourt.org/civil-forms/)

## COLORADO'S NEW "FOR CAUSE" EVICTION LAWS

The Colorado Legislature passed a new law in early Spring 2024 which was signed into law by the Governor on April 19, 2024. This means that:

### **FOR ANY EVICTION PROCEEDING FILED AFTER APRIL 19, 2024:**

A landlord must have properly served either:

- A) A Demand for Compliance, giving the tenant a certain amount of time to comply with a lease provision (and, therefore, giving the tenant an opportunity to continue residence)

**or**

- B) A Notice to Terminate Tenancy

\*Either document must be written in the language that the landlord knows, or has reason to know, the tenant reads primarily.

\*A Notice to Terminate Tenancy must be detailed and describe the date and time the tenant must vacate the property, must describe the property and address in detail, and describe the cause (reason) for the eviction.

\*Landlord must make an attempt on TWO SEPARATE DAYS to have the Demand or Notice personally served (knocking and waiting for a response) before the Demand/Notice may be posted.

- For any tenancy LESS THAN 12 MONTHS total, or any tenancy where the property owner resides on the same property, please refer to C.R.S. 12-40-107 for timing of the Notice to Terminate (3, 21, 28, 91 days)
- For any tenancy GREATER THAN 12 MONTHS total, and where the property owner does not reside on the same property, a Notice to Terminate must be for one of these reasons:
  - Substantial Violations, as defined by law with a 3 day notice
  - Repeated Violations, as defined by law, with a 10 day notice
  - A Nuisance that interferes with quiet enjoyment, as defined by law (requires a 10 day demand)
  - The landlord or landlord's family will resume occupancy with a 90 day notice
  - The building will be demolished with a 90 day notice
  - The building requires substantial repairs with a 90 day notice
  - The building has been, or will be, sold with a 90 day notice
  - The tenant refuses to sign a new lease with reasonable terms, with a 90 day notice
  - The tenant has a history of nonpayment of rent, as defined by law, with a 90 day notice

**--This information is given as a courtesy and is not a substitute for legal advice. Please consult an attorney --**

# How to Access Virtual Court

## Via Smartphone or Computer

Please use the below steps to access your virtual court date via smartphone or computer. You can also click [here](#) to watch a short video tutorial.

### APPEARING VIRTUALLY WITH VIDEO (SMARTPHONE OR COMPUTER)



Prior to your court date, download the Microsoft Teams Application to your smartphone or computer.

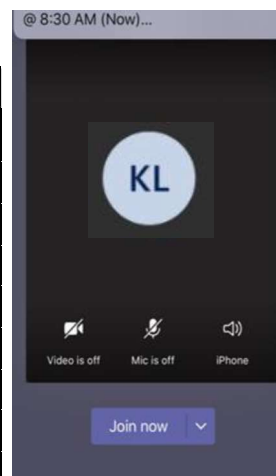
To attend your virtual court date, **click the link or type/paste the link into your internet browser.**

Clicking the link will launch your Microsoft Teams App on your smartphone or computer and ask if you wish to **Join Now**.

Use the table below to locate your courtroom and the corresponding **Microsoft Teams Link**.

| Courtroom                             | Link                                                                          |
|---------------------------------------|-------------------------------------------------------------------------------|
| <b>Parking</b> (Call for appointment) |                                                                               |
| 100                                   | <a href="https://bit.ly/dcc-100">https://bit.ly/dcc-100</a>                   |
| 104                                   | <a href="https://bit.ly/dcc-104t">https://bit.ly/dcc-104t</a>                 |
| 105                                   | <a href="https://bit.ly/dcc-105">https://bit.ly/dcc-105</a>                   |
| 117                                   | <a href="https://bit.ly/dcc-117">https://bit.ly/dcc-117</a>                   |
| 159                                   | <a href="https://bit.ly/dcc-159">https://bit.ly/dcc-159</a>                   |
| 170                                   | <a href="https://bit.ly/dcc-170">https://bit.ly/dcc-170</a>                   |
| 175                                   | <a href="https://bit.ly/dcc-175">https://bit.ly/dcc-175</a>                   |
| 186                                   | <a href="https://bit.ly/dcc-186">https://bit.ly/dcc-186</a>                   |
| <b>Civil Returns</b>                  | <a href="https://bit.ly/dcc-civilreturns">https://bit.ly/dcc-civilreturns</a> |
| TPS1                                  | <a href="https://bit.ly/dcc-tps1">https://bit.ly/dcc-tps1</a>                 |
| TPS2                                  | <a href="https://bit.ly/dcc-tps2">https://bit.ly/dcc-tps2</a>                 |
| VT1                                   | <a href="https://bit.ly/dcc-vt1">https://bit.ly/dcc-vt1</a>                   |
| VT2                                   | <a href="https://bit.ly/dcc-vt2">https://bit.ly/dcc-vt2</a>                   |
| VT3                                   | <a href="https://bit.ly/dcc-vt3">https://bit.ly/dcc-vt3</a>                   |
| Juvenile Court (Thursdays 104B)       | <a href="https://bit.ly/dcc-104jv">https://bit.ly/dcc-104jv</a>               |
| Wellness Court & Sobriety Court (104) | <a href="https://bit.ly/dcc-104s">https://bit.ly/dcc-104s</a>                 |

### Smartphone

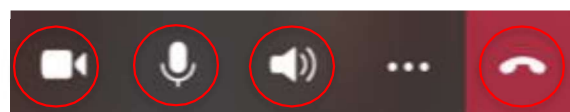


### Computer



When you join, your camera and microphone will start in the “off” position. To turn them on, simply click on the video/ microphone icons.

During the session, you can tap/mouse the center of your screen at any point to open the **toolbar**. You can use the toolbar to turn your **camera and microphone on/off**, control **volume**, and **exit**.

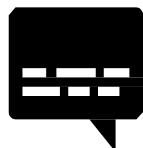


# How to Access Virtual Court

## Via Telephone

Please use the below steps to access your virtual court date via telephone. You can also click [here](#) to watch a short video tutorial.

### APPEARING VIRTUALLY VIA TELEPHONE



Please use the table on this flyer to locate your courtroom, and the corresponding **Conference Phone Number** and **Conference ID Number**.

**Example:**

|     |              |              |
|-----|--------------|--------------|
|     |              |              |
| 12R | 720-555-5555 | 123 456 789# |



To attend your virtual court date, call the phone number listed.



You will then be prompted to enter the Conference ID number. Enter the number on your phone.

Upon entering the conference ID number, you will join virtual court and can:



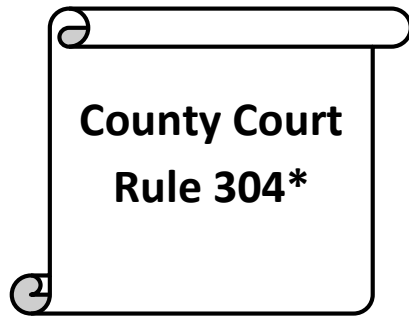
- Listen to the proceedings
- Speak on the record



#### COURTROOM PHONE NUMBERS / ID NUMBERS

| Courtroom                                                  | Phone Number | Conference ID |
|------------------------------------------------------------|--------------|---------------|
| <b>Parking</b>                                             | 720-913-5300 | N/A           |
| 100                                                        | 720-600-4350 | 239 581 060#  |
| 104                                                        | 720-600-4350 | 629 852 802#  |
| 105                                                        | 720-600-4350 | 984 237 572#  |
| 117                                                        | 720-600-4350 | 778 889 172#  |
| 159                                                        | 720-600-4350 | 920 413 766#  |
| 170                                                        | 720-600-4350 | 608 643 14#   |
| 175                                                        | 720-600-4350 | 802 816 979#  |
| 186                                                        | 720-600-4350 | 114 870 14#   |
| <b>Civil Returns</b>                                       | 720-600-4350 | 177 756 212#  |
| TPS1                                                       | 720-600-4350 | 196 094 480#  |
| TPS2                                                       | 720-600-4350 | 377 836 941#  |
| VT1                                                        | 720-600-4350 | 982 580 837#  |
| VT2                                                        | 720-600-4350 | 637 586 835#  |
| VT3                                                        | 720-600-4350 | 833 505 256#  |
| <b>Juvenile Court</b><br>(Thursdays 104B)                  | 720-600-4350 | 825 601 730#  |
| <b>Wellness Court &amp;</b><br><b>Sobriety Court (104)</b> | 720-600-4350 | 264 265 172#  |

**Note:** if you wish to keep your phone number private, you can press \*67 before dialing the courtroom phone number.



## **SERVICE:**

**Making sure that a copy of documents you file with the Court is delivered to the opposing party in the case**

**Service is NECESSARY and REQUIRED**, because it is not fair to have a secret lawsuit or not let both parties have the opportunity to tell their side of the story.

**The Court CANNOT Complete Service for You.**

**The Summons and Complaint usually MUST be “Personally” Served\*\*** (hand delivered to the defendant), so that the defendant knows that the case has been filed and that they need to take action to avoid a judgment being automatically entered against him or her.

**YOU Cannot Personally Serve the Defendant**, but the documents can be delivered by anyone over the age of 18 who is not a party to the case, including Denver County Sheriffs (201 W. Colfax) and private process servers.

**When Personally Serving Documents, They May Sometimes be Left with Someone Other than the Defendant**, such as at an adult defendant’s house with a member of his or her family over the age of 18 or at an adult defendant’s work with his or her supervisor or secretary.

**If the Defendant is a COMPANY, Try to Personally Serve the Registered Agent** (the person designated to receive documents for the company), who can be found on the Secretary of State’s website (<http://www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do>).

**Documents Must be Personally Served AT LEAST \_\_ Days before the Court Date—**  
For eviction or replevin cases 7 days, for small claims 15 days, for civil money cases 14 days, and for notice to the noncustodial parent in minor name change cases 14 days.

**You Must Return a Copy of the Affidavit of Service to the Court** after the person who delivered the documents to the defendant COMPLETES the Affidavit and has it notarized.

\* County Court Rule of Civil Procedure 304 also contains detailed information on serving organizations, associations, and entities; substitute service; service by mail or publication; waiver of service; and refusal of service.

\*\*Additional options for initial service of process may be available. For eviction cases, see Colorado Revised Statute §§ 13-40-112 & 13-40-115. For small claims cases, see Colorado Rules of Procedure for Small Claims Courts 504.

## NOTICE TO TERMINATE TENANCY

To: \_\_\_\_\_ ☐ Any and all other occupants.

Pursuant to §13-40-107, C.R.S., you are hereby notified by the undersigned owner that your tenancy of the land and premises described below will be terminated and **you must vacate the property by:**

\_\_\_\_\_ (date) at \_\_\_\_\_ (time)

|                      |     |              |
|----------------------|-----|--------------|
| Street Address _____ |     |              |
| City _____           |     | County _____ |
| Subdivision          | Lot | Block        |

The tenancy has been for ☐ more ☐ less than 12 total months. The landlord ☐ **does** / ☐ **does not** live at this property as their primary residence.

The tenancy is being terminated for the following reason(s):

- ☐ The lease term has expired (see page 2 for required length of notice)
- ☐ A substantial violation per CRS 13-40-107.5
- ☐ A repeat violation after proper receipt of a Demand for Compliance per CRS 13-40-104(1)(e.5)
- ☐ The property has been sold under a judgment or decree
- ☐ The property has been sold by a Personal Representative and the possessor is a remaining heir or devisee
- ☐ The property will be demolished (requires 90 days notice) – project information attached.
- ☐ The property requires substantial repairs or renovation (requires 90 days notice) – project information attached.
- ☐ The landlord or landlord's family member will assume occupancy (requires 90 days notice)
- ☐ The landlord is withdrawing the property from the rental market to sell (requires 90 days notice)
- ☐ The tenant has refused to sign a new lease with reasonable terms (requires 90 days notice)
- ☐ The tenant has a history of nonpayment of rent (requires 90 days notice, review CRS 38-12-1303 for important details)

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ By checking this box, I am acknowledging I am filling in the blanks and not changing anything else on the form.
- ☐ By checking this box, I am acknowledging that I have made a change to the original content of this form.

Date: \_\_\_\_\_

\_\_\_\_\_  
Landlord/Owner

By: \_\_\_\_\_  
Landlord/Owner's Agent or Attorney

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### CERTIFICATE OF SERVICE

I hereby certify that I served this Demand on in \_\_\_\_\_(County), Colorado by my selection below:

- ☐ By leaving a true copy with \_\_\_\_\_(Full Name of Person) who is the Tenant,
- ☐ other person occupying such premises, or
- ☐ a member of the Tenant's family above the age of 15 years and residing on or in charge of the premises  
\_\_\_\_\_(Full Name of Person)

First Attempt \_\_\_\_\_(date)

Second Attempt \_\_\_\_\_(date)

- ☐ After failing to achieve personal service on the above dates, by then posting in a conspicuous place on the premises at \_\_\_\_\_ on \_\_\_\_\_(date). **You may not choose this option unless an attempt at personal service has been made on two (2) separate days.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### Notice to Terminate - §13-40-107, C.R.S.

- (1) A tenancy may be terminated by notice in writing, served not less than the respective period fixed before the end of the applicable tenancy, as follows:
  - (a) A tenancy for one year or longer, ninety-one days;
  - (b) A tenancy of six months or longer but less than a year, twenty-eight days;
  - (c) A tenancy of one month or longer but less than six months, twenty-one days;
  - (d) A tenancy of one week or longer but less than one month, or a tenancy at will, three days;
  - (e) A tenancy for less than one week, one day.
- (2) Such notice shall describe the property and the particular time when the tenancy will terminate and shall be signed by the landlord or tenant, the party giving such notice or his agent or attorney.
- (3) Any person in possession of real property with the assent of the owner is presumed to be a tenant at will until the contrary is shown.
- (4) No notice to quit shall be necessary from or to a tenant whose term is, by agreement, to end at a time certain.
- (5) Except as otherwise provided in §38-33-112, C.R.S., the provisions of subsections (1) and (4) of this section shall not apply to the termination of a residential tenancy during the 90-day period provided for in said section.

# DEMAND FOR COMPLIANCE OR RIGHT TO POSSESSION NOTICE

FOR PROPERTY LOCATED IN \_\_\_\_\_ COUNTY

To: \_\_\_\_\_ (Tenant)

I hereby demand that, within the following selected time frame:

- ☐ Residential Agreement: 10 days from the date that this notice is served
- ☐ CARES Act Property: 30 days from the date that this notice is served
- ☐ Exempt Residential Agreement: five days from the date this notice is served
- ☐ Employer-provided Housing Agreement: three days from the date this notice is served
- ☐ Non-Residential Agreement: three days from the date this notice is served

You either comply with the covenant stated below or deliver to the Landlord the possession of the premises identified below:

|                      |     |              |
|----------------------|-----|--------------|
| Street Address _____ |     |              |
| City _____           |     | County _____ |
| Subdivision          | Lot | Block        |

The covenant/condition with which you are to comply is (check one or both, as applicable)

- ☐ The payment to the landlord in the sum of \$ \_\_\_\_\_ being past due rent and owed to the landlord from \_\_\_\_\_, 20 \_\_\_\_\_, to \_\_\_\_\_ 20 \_\_\_\_\_.
- ☐ Other covenant of the lease that is being violated is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ You have engaged in conduct that is disturbing others or causing a nuisance, which conduct interferes with the quiet enjoyment of the landlord or other tenants or occupants or are negligently damaging the property. You have ten (10) days from receipt of this demand to cease this conduct or to vacate. The conduct is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The covenant/condition checked above constitutes default under the terms of the Lease, and this default entitles the Landlord to possession of the premises. The rental for said premises is \$ \_\_\_\_\_ per \_\_\_\_\_.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Landlord/Property Manager

\_\_\_\_\_  
Agent or Attorney



## CERTIFICATE OF SERVICE

I hereby certify that I served this Demand on in \_\_\_\_\_(County), Colorado by my selection below:

- ☐ By leaving a true copy with \_\_\_\_\_(Full Name of Person) who is the Tenant,
- ☐ other person occupying such premises, or
- ☐ a member of the Tenant's family above the age of 15 years and residing on or in charge of the premises  
\_\_\_\_\_(Full Name of Person)

First Attempt \_\_\_\_\_(date)

Second Attempt \_\_\_\_\_(date)

- ☐ After failing to achieve personal service on the above dates, by then posting in a conspicuous place on the premises at \_\_\_\_\_on \_\_\_\_\_(date). **You may not choose this option unless an attempt at personal service has been made on two (2) separate days.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date