



County Money Demand

up to \$25,000

www.DenverCountyCourt.org | 303-865-7840 | 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

www.courts.state.co.us

REGARDING MONEY DEMANDS

Eligibility to file:

Filed where transaction not more than \$25,000 occurred or where the defendant (person being sued) lives.

Filing fees and other costs:

\$85 – claims up to \$1000

\$105 – claims \$1000.01 - \$15,000

\$135 – claims \$15,000.01 - \$25,000

Cost of Service – varies by sheriff's office / process server.

Civil Division Clerk's Office (rm. 135):
8 a.m. – 8 p.m. Monday - Thursday
8 a.m. – 5 p.m. Friday
(Closed weekends / holidays.)

Assistance completing forms (rm. 281)
Self-Represented Litigant Coordinator
dccselfhelp@denvercountycourt.org
8 a.m. – 4 p.m. Monday - Friday

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.

INSTRUCTIONS FOR COUNTY COURT CIVIL CASES (Money Demand)

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

- ◆ You may file in the County where the transaction occurred or the Defendant lives.
- ◆ The claim amount cannot exceed \$25,000.00.
- ◆ If you are the Defendant **do not disregard** the Complaint. A judgment could be entered against you, and the other party could start collection procedures.
- ◆ If you are the Plaintiff **do not disregard** an answer or counterclaim. A judgment could be entered against you, and the other party could start collection procedures.
- ◆ The Court cannot collect your judgment for you.
- ◆ Representation by an attorney may be required for Corporations, Limited Partnerships, Closely Held Entities, etc, please see §13-1-127, C.R.S.
- ◆ For additional information, please review the relevant Colorado Rules of Civil Procedure Chapter 25.
- ◆ If you have a disability and need a reasonable accommodation to access the courts, please contact your local ADA Coordinator. Contact information can be obtained from the following website:
http://www.courts.state.co.us/Administration/HR/ADA/Coordinator_List.cfm

COMMON TERMS

- | | |
|-----------------------|---|
| ☒ Plaintiff: | The person, persons, company or other entity filing a Complaint against another person, persons, company or other entity. |
| ☒ Defendant: | The person, persons, company or other entity that the case is filed against. |
| ☒ Complaint: | Document officially commencing the suit against a person or persons stating the amount claimed and the reason for the claim. |
| ☒ Summons: | Document telling the Defendant when and where to appear and the other requirements the Defendant must perform. |
| ☒ Answer: | Document filed by the Defendant to respond to the allegations in the complaint and to state any claims against the Plaintiff that the Defendant might have. |
| ☒ Counterclaim: | A complaint filed by the Defendant against the Plaintiff. |
| ☒ Service of Process: | The official means by which a Defendant is notified that a lawsuit has been filed against him/her and provided a copy of the complaint and a description of the person's rights and obligations as a party to the case. |
| ☒ Default: | If the Defendant does not appear at the time of the hearing or file an answer, the Court may enter "default" or "failure to appear/answer" which entitles the Plaintiff to all relief asked for in the complaint. |
| ☒ Return Date: | The date that the Defendant must file his/her answer by and/or appear in Court, which is listed on the Summons. |
| ☒ May: | In legal terms, "may" is defined as "optional" or "can." |
| ☒ Shall: | In legal terms, "shall" is defined as "required." |

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

FEES

Claim Amount (Plaintiff, Petitioner)	Filing Fee
Less than \$1,000	\$85
\$1,000 up to \$15,000	\$105
\$15,000 up to \$25,000	\$135
Third Party Plaintiff Intervenor, Party filing answer	
With cross claim or counter claim	
Less than \$1,000	\$84
\$1,000 up to \$15,000	\$104
\$15,000 up to \$25,000	\$134
Defendant, Respondent, Third Party Defendant	
Other party NOT filing cross claim or counterclaim	
Less than \$1,000	\$80
\$1,000 up to \$15,000	\$100
\$15,000 up to \$25,000	\$130

If you are unable to pay, you must complete the Motion to File without Payment and Supporting Financial Affidavit (JDF 205) and submit it to the Court. Once you submit the completed JDF 205 form and a blank Order (JDF 206), the Court will decide if you need to pay the filing fee.

Other fees that a party to the case may encounter are as follows:

☐ Jury Demand Fee	\$ 98.00
☐ Copies of Documents (Documents on File)	\$.75 per page or \$1.50 if double-sided
☐ Copies of Documents (Documents not on File)	\$.25 per page or \$.50 if double-sided
☐ Service Fees	Varies (Payable to Process Server)
☐ Certification Fee	\$ 20.00
☐ Writ of Garnishment	\$ 45.00
☐ Transcript of Judgment	\$ 25.00
☐ Execution	\$ 45.00
☐ Satisfaction of Judgment	\$ 20.00

FORMS

To access forms online, go to the website at www.courts.state.co.us and click on the “Forms” tab. The packet/forms are available in PDF or WORD by selecting “Civil - Money Demand”. To access the form online, please click either PDF or WORD by the title of the form. You may complete the forms online and print or you may print them and type or print legibly in black ink.

☐ CRCCP Form 1	Summons
☐ CRCCP Form 2	Complaint Under Simplified Civil Procedure
☐ CRCCP Form 3	Answer Under Simplified Civil Procedure
☐ JDF 75	Stipulation
☐ JDF 98	Affidavit of Service
☐ JDF 104	Motion for Entry of Judgment
☐ JDF 106	Order re: Stipulation
☐ JDF 107	Order for Entry of Judgment with Issuance of Interrogatories

STEPS TO FILING YOUR CASE

Step 1: Complete appropriate forms.

- ☐ **Complaint (CRCCP Form 2).**
- ☐ Fill in all blanks on the Complaint form. You are the Plaintiff and the person(s), company, or other entity you are suing is the Defendant(s).
 - ☐ Complete all necessary information on the form. If you are filing against multiple Defendants in the same action, list all of the Defendants. The Court will keep the original.
- ☐ **Summons (CRCCP Form 1) and Answer Under Simplified Civil Procedure (CRCCP Form 3).**
- ☐ Complete the caption only on the Summons and Answer forms. This is all of the information in the box below, except for the Case Number, Division and Courtroom. The Court will provide this information when you file your case.

County Court _____ County, Colorado Court Address: _____		▲ COURT USE ONLY ▲
Plaintiff(s): _____ v. _____		
Defendant(s): _____		
Attorney or Party Without Attorney (Name and Address): _____ Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg. #: _____		Case Number: _____ Division _____ Courtroom _____
NAME OF FORM		

Step 2: You are ready to file your Documents with the Court.

- ☐ Provide the Court with two copies of the documents completed as described in Step 1 above.
- ☐ Pay the filing fee.

Step 3: When the case is filed, the Clerk will set your case for a Court date.

This Court date is the date you will return to Court for a trial setting, agreement or judgment entered in your favor.

- ☐ The Clerk will complete the appropriate fields on the Summons (CRCCP Form 1) with the Court location name, address, date, and time.
- ☐ The Court date will be made returnable no less than 14 days nor more than 63 days from the date of issuance.
- ☐ You will be given a copy of the summons to serve the Defendant(s).

Step 4: You are ready to have the Defendant(s) served.

You are responsible for paying the service fees, if any. Personal service must be made by someone who is 18 years or older and not a party to the action. Service must be completed at least 14 days before the appearance/answer date. Complete the following process based on the type of service selected:

Personal Service:

- ☐ Select either the Sheriff's Department, a private process server, or someone you know who is 18 years or older and not a party to the action and who knows the rules of service to serve each Defendant. There is a service fee that is payable to the Sheriff's Department or Private Process Server. The fee for service is usually awarded as part of your court costs if the court rules in your favor.
 - ☐ You can locate private process servers in the yellow pages under Process Servers.
 - ☐ Provide the process server with an Affidavit of Service (JDF 98) for each Defendant.
 - ☐ The process server will return the original Summons to you with the Affidavit of Service completed.
 - ☐ Each Defendant must be served.

Service by Mail or Publication:

- ☐ Service by mail or publication shall be allowed **only** upon approval by the Court.

Step 5: Service is complete.

Return the original Summons (CRCCP Form 1) with proof of service (Affidavit of Service JDF 98) to the Clerk on or before the date you are to appear in Court.

DEFENDANT FILES AN ANSWER AND/OR COUNTERCLAIM

A Defendant can file with the Court an Answer (CRCCP Form 3) in writing stating their defense(s), and if applicable, a counterclaim and any allegations with regard to the Plaintiff.

- ☐ The purpose of the answer is for the Defendant to respond to the allegations in the complaint and to state any claims against the Plaintiff that the Defendant might have.
- ☐ The Answer and/or Counterclaim can be filed at or before the time specified for the Court appearance on the Summons.
- ☐ The Defendant may also request a trial by jury if the jury demand fee of \$98.00 is paid, along with the answer or counterclaim fee. All fees paid are non-refundable.

COURT DATE

Appear on your Court date. If you fail to appear, your case may be dismissed.

- ☐ It is important that you are on time or early for your Court Hearing and that you have all of your information with you.
- ☐ Please turn off your cell phone and respect all parties in the courtroom.
- ☐ You may be asked to speak to the other party before the Court Hearing to determine if the claim can be settled to avoid going to trial.

POSSIBLE OUTCOMES FROM YOUR COURT HEARING

- ☐ **If the Plaintiff and Defendant appear, then one of the following situations may occur:**
 1. The Plaintiff and the Defendant can agree to talk and work out certain agreeable conditions that could include the payment of the claim, a payment plan, etc. **This is called a Stipulation.** The Stipulation form (JDF 75) may be purchased from the clerk's office or you may bring one with you to Court.
 - ☐ If a stipulation is reached, an Order re: Stipulation (JDF 106) must be filed with the Court with the Stipulation. Complete the caption only on the form. The Court will complete the remaining sections on the form and give you a signed copy.
 2. The Defendant can file an answer contesting the claim of the Plaintiff any time after being served, up to and including the first court date/return date. The purpose of the answer is for the Defendant to respond to the allegations in the complaint and to state any claims against the Plaintiff that the Defendant might have. The Defendant may file an answer on the court date as an opportunity to discuss the issues with the Plaintiff or his/her attorney in the courtroom before the case proceeds. All filing fees paid are non-refundable and must be paid when filing the answer or counterclaim.
 3. The Plaintiff can continue the return date if the Plaintiff feels that further discussion with the Defendant is necessary or if the Defendant is given another opportunity to fulfill a pre-arranged agreement.
 4. A Court or Jury Trial can be requested and set for a future date.
- ☐ **If the Plaintiff appears and the Defendant does not Appear, and an answer or counterclaim was not filed, and Steps 1 – 5 have been completed properly, then:**
 1. Complete the Motion for Entry of Judgment (JDF 104).

2. Complete the caption only on the Order for Entry of Judgment with Issuance of Interrogatories (JDF 107). The Court will complete the remaining sections on the form and give you a signed copy.
3. The Court may award monetary judgment to the Plaintiff(s).

☐ **If the Defendant appears and the Plaintiff does not appear.**

1. If a counterclaim has been filed and personally served to the Plaintiff, the Court may award judgment to the Defendant.
2. If no counterclaim has been filed, the Court may dismiss the case.

JUDGMENT INFORMATION

The Court cannot collect your judgment for you, but can give you information regarding the necessary forms.

- ☐ If you obtained personal service on the Plaintiff or Defendant, the Motion for Entry of Judgment (JDF 104) may include the principal amount you are requesting plus costs. The Motion also asks for court costs and the process fee for service of the Summons.

Additional collection information entitled “Instructions for Collecting a Judgment and Completing a Writ of Garnishment” (JDF 82) is available on the state judicial website, www.courts.state.co.us. Select the “Forms” tab, then select County Civil or District Civil and then select Garnishments.

County Court, Denver County, Colorado 1437 Bannock Street, Room 135 Denver, Colorado 80202, 720-865-7840		▲ COURT USE ONLY ▲
Plaintiff(s): v. Defendant(s):		
Attorney or Party Without Attorney (Name and Address):		Case Number:
Phone Number:	E-mail:	Division CIVIL Courtroom
FAX Number:	Atty. Reg. #:	
SUMMONS		

To the above named Defendant(s): Take notice that

1. On _____ (date) at _____(time) in the **Denver** County Court, Colorado, if an answer is not filed, 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 which you must use if you file an answer are attached.
3. If you do not agree with the complaint, then you must either:
 - a. Go to the Court, located at **1437 Bannock St., Room 135**, Denver, Colorado, at the above date and time and file the answer stating any legal reason you have why judgment should not be entered against you,
 - OR**
 - b. File the answer with the Court before that date and time.
4. When you file your answer, you must pay a filing fee to the Clerk of the Court.
5. If you file an answer, you must give or mail a copy to the Plaintiff(s) or the attorney who signed the complaint.
6. If you do not file an answer, then the Court may enter a default judgment against you for the relief requested in the complaint.
7. If you want a jury trial, you must ask for one in the answer and pay a jury fee in addition to the filing fee.
8. If you want to file an answer or request for a jury trial and you are indigent, you must appear at the above date and time, fill out a financial affidavit, and ask the Court to waive the fee.

Dated at _____, Colorado, this _____ day of _____, 20 _____.

CLERK OF COURT

by _____
Deputy Clerk of Court

Signature of Attorney for Plaintiff(s) (if applicable)

Address(es) of Plaintiff(s)

Telephone Number(s) of Plaintiff's:

This Summons is issued pursuant to Rule 303, Rules of County Court Civil Procedure, as amended. A copy of the Complaint together with a blank answer form must be served with this Summons. This form should not be used where service by publication is desired.

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: ALL FEES ARE NON-REFUNDABLE. IN SOME CASES, A REQUEST FOR A JURY TRIAL MAY BE DENIED PURSUANT TO LAW EVEN THOUGH A JURY FEE HAS BEEN PAID.

County Court, Denver County, Colorado 1437 Bannock Street, Room 135 Denver, Colorado 80202, 720-865-7840	
Plaintiff(s): v. Defendant(s):	▲ COURT USE ONLY ▲
Attorney or Party Without Attorney (Name and Address): Phone Number: E-mail: FAX Number: Atty. Reg. #:	Case Number: Division Courtroom
COMPLAINT UNDER SIMPLIFIED CIVIL PROCEDURE	

1. _____, defendant(s), is (are) resident(s) of _____ County, with a post office address of _____ Street, City _____, State of _____.
2. The amount claimed herein does not exceed the jurisdiction of the court.
OR
3. The amount claimed from _____, defendant(s), is/are _____ dollars and _____ cents (\$_____), together with proper interest, costs and any other items allocable by statute or specific agreement.

4. Such claim arises from the following event(s) or transaction(s):

5. The Defendant(s) ☐ is (are) ☐ is not (are not) in the military service of the United States. 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.)

6. The Plaintiff(s) ☐ does (do) ☐ does (do) not demand trial by jury (if demand is made, a jury fee must be paid).

WARNING: ALL FEES ARE NON-REFUNDABLE. IN SOME CASES, A REQUEST FOR A JURY TRIAL MAY BE DENIED PURSUANT TO LAW EVEN THOUGH A JURY FEE HAS BEEN PAID.

Note: All Plaintiffs filing this complaint must sign, unless the complaint is signed by an attorney.

Signature of Plaintiff(s)

Signature of Attorney for Plaintiff(s) (if applicable)

Address(es) of Plaintiff(s)

Telephone Number(s) of Plaintiff(s)

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

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

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:

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:

OR

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

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

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):

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 (County Court filing fee required).
- ☐ 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 (County Court filing fee required).
- ☐ The amount of the counterclaim **does** exceed the jurisdiction of the court, and I wish the case transferred to the District Court (District Court filing fee required)

5. The Defendant(s):

- ☐ Request(s) a trial to the court.
- ☐ Request(s) a jury trial. By requesting a jury trial, the Defendant(s) understand(s) that a jury fee must be paid unless the fee is waived by the Court.

WARNING: ALL FEES ARE NON-REFUNDABLE. IN SOME CASES, A REQUEST FOR A JURY TRIAL MAY BE DENIED PURSUANT TO LAW EVEN THOUGH A JURY FEE HAS BEEN PAID.

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): _____

CERTIFICATE OF SERVICE

I certify that on _____ (date) a true and accurate copy of this *ANSWER UNDER SIMPLIFIED CIVIL PROCEDURE* was served on _____ the other party(s) or attorney(s) by:

☐ Hand Delivery ☐ E-filed ☐ Faxed to this number _____ or ☐ by placing it in the United States mail, postage pre-paid, and addressed to the following:

Defendant(s) or Attorney for Defendant(s) Signature

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

I declare under oath that I am 18 years or older and not a party to the action and that I served **THE FOLLOWING DOCUMENTS** _____ on the Defendant /Respondent in _____ (name of County/State) on _____ (date) at ____df_____ (time) at the following location _____.

☐ By handing the documents to a person identified to me as the Defendant/Respondent: _____ (print name of person served).

☐ By identifying the documents, offering to deliver them to a person identified to me as the Defendant/Respondent who refused service, and then leaving the documents in a conspicuous place.

☐ By leaving the documents at the Defendant/Respondent's usual place of abode with _____ (Name of Person) who is a member of the Defendant/Respondent's family and whose age is 18 years or older. (Identify family relationship) _____.

☐ By leaving the documents at the Defendant/Respondent's usual workplace with _____ (Name of Person) who is the Defendant/Respondent's secretary, administrative assistant, bookkeeper, or managing agent. (Circle title of person served.)

☐ By leaving documents with _____ (Name of Person), who as _____ (title) is authorized by appointment or by law to receive service of process for the Defendant/Respondent.

☐ By serving the documents as follows (other service permitted by C.R.C.P. 4(g) or C.R.C.P. 304(c)(d) and (e): _____

☐ **For Eviction Cases Only.**

I have made diligent efforts such as _____ (list personal service attempts) but have been unable to make personal service on the Defendant/Respondent(s) and I have made service of the within Summons and Complaint by posting a copy of them in a conspicuous place upon the premises described therein.

☐ Private process server

☐ Sheriff, _____ County

Fee \$ _____ Mileage \$ _____

VERIFICATION AND ACKNOWLEDGMENT

I, _____ (name) swear/affirm under oath, and under penalty of perjury, that I have read the foregoing *AFFIDAVIT OF SERVICE* and that the statements set forth therein are true and correct to the best of my knowledge.

Signature of Process Server

Name (Print or type)

Subscribed and affirmed, or sworn to before me in the County of _____, State of _____, this _____ day of _____, 20_____.

My Commission Expires: _____

Notary Public

:County Court, Denver County, Colorado 1437 Bannock Street, Room 135 Denver, Colorado 80202, 720-865-7840	
Plaintiff(s): v. Defendant(s):	▲ COURT USE ONLY ▲
Attorney or Party Without Attorney (Name and Address):	Case Number:
Phone Number: E-mail: FAX Number: Atty. Reg. #:	Division: Civil Courtroom:
MOTION FOR ENTRY OF JUDGMENT	

The Plaintiff(s) _____ motion(s) this Court to enter a default judgment against the Defendant(s) _____. The following are due per the Complaint and/or possession of the premises located at _____

- | | | |
|--------------------------|-------------------------------------|--|
| ☐ | Principal | _____ |
| ☐ | Interest | _____ |
| ☐ | Attorney Fees | _____ |
| ☐ | Court Costs and Process Service Fee | _____ |
| ☐ | Possession of Premises | ☐ Yes ☐ No |
| Total | | _____ |

VERIFICATION AND ACKNOWLEDGMENT

I swear/affirm under oath, and under penalty of perjury, that I have read the forgoing *MOTION FOR DEFAULT JUDGMENT* and that the statements set forth therein are true and correct to the best of my knowledge.

Confessed Judgment:

Defendant(s)	Date	Plaintiff(s) or Attorney	Date
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Subscribed and affirmed, or sworn to before me in the County of _____, State of _____, this _____, day of _____, 20 ____.

My Commission Expires: _____

Notary Public/Clerk

Denver County Court, Denver County, Colorado Court Address: 1437 Bannock St. Rm. 135 Denver, CO 80202	
Plaintiff(s): v. Defendant(s):	▲ COURT USE ONLY ▲ Case Number: Division: Courtroom:
ORDER FOR ENTRY OF JUDGMENT WITH ISSUANCE OF INTERROGATORIES	

This matter comes before the Court on the Motion for Entry of Judgment filed by the Plaintiff(s) on _____ (date). The Court, after examining the file and being fully advised ORDERS the following:

- ☐ Venue is proper in this Court and the Court has jurisdiction over the parties and subject matter of this action.
- ☐ That judgment is hereby entered in favor of Plaintiff(s) and against the Defendant(s) in the amount of, \$_____ and/or for possession of the premises located at: _____
- ☐ A default judgment has been entered against you, the Defendant(s), in this case in the amount of \$_____. The signature of the Judge/Magistrate below is authorization for the Judgment Creditor to serve interrogatories (written questions) upon you, pursuant to Rule 69 or 369 of the Colorado Rules of Court Civil Procedure, and YOU ARE HEREBY ORDERED to answer said interrogatories in writing and to mail your answers to the Court at the above address within 14 days after the interrogatories are served upon you. Your failure to answer the interrogatories within the time period prescribed may result in the issuance of a citation requiring you to appear before the Court to show cause why you should not be held in contempt.
- ☐ Funds held in the Court Registry shall be released as follows: _____
- ☐ Writ of Restitution may be issued _____ (date).

Date: _____

☐ Judge ☐ Magistrate

I certify that on _____ (date), I mailed, faxed, e-filed, or hand-delivered a copy of this Order to the following:

- ☐ Attorney for Plaintiff or Plaintiff *pro se*
- ☐ Attorney for Defendant or Defendant *pro se*
- ☐ Other _____

Clerk