

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. 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.

- 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.