

County Court, _____ County, Colorado Court Address:	
Plaintiff(s): v. Defendant(s):	▲ COURT USE ONLY ▲
Attorney or Party Without Attorney (Name and Address): Phone Number: FAX Number: E-mail: Atty. Reg. #:	Case No. Div.: Ctrm.:
SUMMONS	

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

1. On _____, 20____ at _____ o'clock ____M., in the _____ 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 _____, 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 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 THE 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 NONREFUNDABLE. 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, _____ County, Colorado Court Address:	
Plaintiff(s): v. Defendant(s):	
▲ COURT USE ONLY ▲	
Case Number: _____	
Division: _____ Courtroom: _____	
RETURN OF SERVICE	

I declare under oath that:

- I served this Summons and a copy of the Complaint in this case, and a blank Answer form on _____, on _____ (date), at _____ (time), in the County of _____, State of _____, at the following location: _____.
- I served the above documents in the following manner (check one):
 - by handing them to a person identified to me as the Defendant.
 - by identifying the documents and offering to leave them with a person who I know, or have reason to identify, as the person being served, who refused service; and then by leaving them in a conspicuous place.
 - by leaving them at the Defendant's usual place of abode with _____, who is 18 years of age or older and a member of the Defendant's family.
 - by leaving them at the Defendant's usual workplace with _____, who is the Defendant's _____ (supervisor, secretary, administrative assistant, bookkeeper, human resources representative, managing agent).
 - by leaving them with _____, who as _____ (title), is authorized by appointment or law to receive service of process for the Defendant.
 - by substituted service on _____, in accordance with C.R.C.P. 304(e), and by then mailing the documents to the following address: _____.
 - by serving them as follows (other service permitted by C.R.C.P. 304): _____.
- I attempted to serve the Defendant on _____ occasions but have not been able to locate the Defendant. Return to the Plaintiff is made on _____ (date).
- I am 18 years of age or older and am not a party to this case.
- My fee for serving the above documents was \$_____.

Signature Private Process Server
 Sheriff, _____ County

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

Notary Public
My commission expires: _____