

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

**The People of the State of Colorado,
To the above named Defendant** _____

You are hereby summoned and required to file with the clerk of this Court an answer or other response to the attached Complaint. If service of the Summons and Complaint was made upon you within the State of Colorado, you are required to file your answer or other response within 20 days after such service upon you. If service of the Summons and Complaint was made upon you outside of the State of Colorado, you are required to file your answer or other response within 30 days after such service upon you. Your answer must be accompanied by a filing fee.*

If you fail to file your answer or other response to the Complaint in writing within the applicable time period, judgment by default may be entered against you by the Court for the relief demanded in the Complaint, without any further notice.

The following documents are also served with this Summons and Complaint:

Date: _____

Signature of Attorney for Plaintiff

This summons is issued pursuant to C.R.C.P. 4, as amended. A copy of the complaint must be served with this summons. This form should not be used where service by publication is desired.

*The current filing fee can be obtained by contacting the Court named at the top of this Summons.

Plaintiff(s) v. _____ Case No. _____

Defendant(s)

RETURN OF SERVICE

I declare under oath that:

1. I served this Summons, a copy of the Complaint, and a copy of the District Court Civil Case Cover Sheet in this case on _____ on _____ (date), at _____ (time), in the County of _____, State of _____, at the following location: _____.
2. 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 Defendant in this case, 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 _____ (secretary, administrative assistant, bookkeeper, 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. 4(f), and by then mailing the documents to the following address: _____.
3. 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).
4. I am 18 years of age or older and am not a party to this case.
5. My fee for serving the above documents was \$ _____.

Signature of Process Server Private Process Server
 Sheriff, _____ County

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

My commission expires: _____

Notary Public/Clerk