

Frequently Asked Questions

I found out my boyfriend has a rap sheet and I want him out of my house. What should I do?

Your best course of action would be to contact an attorney or the Jeffco Action Center.

My girlfriend and I have mutual restraining orders. I still love her and want to go over to her house. Can I do that?

No. Until a protection order is lifted, any violation can result in criminal charges.

I evicted my renters. For how long do I have to leave their property on the curb?

Colorado state statutes say "a reasonable amount of time." No definite or approximate times are given and the Sheriff's Office cannot advise landlords on this issue. We recommend an amount of time that you are willing to defend in front of a judge if you are sued by your renters.

What are the steps in an eviction?

1) Demand for payment, possession. 2) Summons, complaint and answer, FED (Forcible Entry and Detainer). 3) Writ of Restitution.

What is the maximum amount I can sue someone for in small claims court? How can I contact small claims court in Jefferson County?

The maximum is \$7,500. You may reach small claims court at 303-271-6226.

Do I have to use the Sheriff's Office Civil Unit to serve my papers?

No. You may contract with a private process server or have a disinterested party over the age of 18 serve most papers. The Sheriff's Office is required to serve some processes, like a Writ of Restitution. For further information, you can call the Civil Unit at 303-271-6580.

Why do I need to have my affidavit of service for court?

The courts require proof of service before they will proceed with your case.

www.jeffcosheriff.com



As law enforcement professionals, we pledge to serve the Jefferson County community, build trust and confidence, and respond to community needs with:

Integrity

We interact with each other and the community we serve with honesty, dignity, and respect.

Innovation

We respond to the community's needs with vision and initiative, relying on both traditional and non-traditional problem-solving methods.

Partnership

We actively promote a spirit of teamwork and cooperation through open communication and the free exchange of ideas.

Service

We continuously develop our skills and talents to provide top quality, responsive, effective law enforcement services.

Accountability

We ensure judicious management of human, financial, and physical resources.

Jefferson County Sheriff's Office
200 Jefferson County Parkway
Golden, CO 80401

Office Hours: 8 a.m. - 5 p.m., Mon.-Fri.
Phone: 303.277.0211
Emergency: Dial 911
www.jeffcosheriff.com

SUPPORT SERVICES

Civil Processes



Services provided by the Jefferson County Sheriff's Office



Civil Unit

The Civil Unit accepts papers for service of process in Jefferson County, Colorado. Colorado law dictates that the Sheriff's Office must serve and execute all processes, writs, precepts, and orders, as a service to the citizens and courts in Jefferson County.

Protection Orders

If you need to report a violation that has already occurred, call the law enforcement agency where the violation occurred. For information on how to obtain a restraining order, call the court clerk in the county where you reside. For the Jefferson County Court Clerk, call 303-271-6228.

Evictions

The Sheriff's Office cannot give legal advice. If you have a landlord/tenant dispute, we recommend you call the Jeffco Action Center at 303-237-7704. The basic steps in the eviction process are as follows:

- *Notice to Vacate or Demand for Compliance or Possession*
- *Summons and Unlawful Detainer*
- *Writ of Restitution, service and execution*



A deputy posts an eviction notice



Civil Unit clerks at 100 Jefferson County Parkway

Fees for Service

All service of process requires payment in advance. Please make your check payable to Jefferson County Sheriff. The following types of papers are \$35 per service, plus mileage:

- Summons
- Summons & Complaint
- Summons & Petition
- Temporary Restraining Order
- Interrogatories
- Notice and Summons to Appear
- Demand for Payment (service)
- Citations

The following types of papers are \$20 per service plus mileage:

- Garnishments
- Wage Assignments

The fee for a Writ of Restitution to be executed is \$130 plus mileage. For fees and other information regarding sheriff's sales, contact a clerk at 303-271-6580.

Fees for all out-of-state papers are \$37 per service plus mileage, except for garnishments and wage assignments, which are \$22 plus mileage. All out-of-state papers are notarized and are served personally, unless otherwise indicated in writing.

Mileage fees are based on zip codes. For more information, contact the Civil Unit.

Forms of Payment

The Civil Unit accepts cash, check or credit card.

Hours

Walk-in: 8 a.m. to 4:30 p.m., Monday - Friday
Phones: 8 a.m. to 5 p.m., Monday - Friday
The office is closed on all legal holidays

Location

Jefferson County Administration and Courts Building
100 Jefferson County Parkway, Suite 1520
Golden, Colorado 80419

Phone

303-271-6580

Directions

From westbound I-70 turn right on West Colfax to Sixth Avenue. Turn right on Sixth Avenue onto Johnson Road (next stop light). The next left turn brings you directly in front of the Administration and Courts Building. Follow signs for public parking.

From westbound Sixth Avenue, continue past the Hwy 40 intersection to Johnson Road (next stop light). Turn right on Johnson Road, and the next left turn brings you directly in front of the Administration and Courts Building. Follow signs for public parking.

From C470, take the 6th Avenue east exit. Go straight at the stop light. The street becomes Johnson Road. The first left brings you directly to the front of the Administration and Courts Building. Follow signs for public parking.