

## Colorado District Court Service Cheat Sheet (12/25/13)

Writ	Service	Time	C.R.C.P.
Contempt Citation	Personal Only	21 days before the compliance date	Rule 107/407
Interrogatories	District Court – Personal		Rule 69
Replevin	Personal or any family member at least 18 yrs. old	7 days before the compliance date	Rule 104
Summons	Personal or any family member at least 18 yrs. old	As soon as possible, refresh	Rule 4
Subpoena (Trial)	Personal service; unless written authorization	48 hours	Rule 45
Subpoena (Deposition)	Personal service; unless written authorization	7 days before the compliance date	Rule 45
Subpoena (Duces Tecum/To Produce)	Personal service; unless written authorization	14 days before the compliance date	Rule 45
Temporary Restraining Order	Personal only	24 Hours prior	Rule 65
Writ of Garnishment	Personal or any family member at least 18 yrs. old		Rule 103

### Time Computations (District and County Courts)

1. If the action is commenced by the service of a Summons and Complaint, the Complaint must be filed within 14 days after service. If the Complaint is not filed within 14 days, the service of Summons shall be deemed to be ineffective and void without notice. Not less than 7 days if there is a return date
2. In computing any period of time prescribed or allowed by these rules, the day of the act, event, or default from which the designated period of time begins to run shall not be included. Thereafter, every day shall be counted, including holidays, Saturdays or Sundays. The last day of the period so computed shall be included, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday, or a legal holiday
3. The appearance date shall not be more than 63 days from the date of the issuance of the Summons and must have been served at least 14 days before the appearance date, not including the day of the event

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Writ	Service	Time	C.R.C.P.
Civil Protection Order/ Temporary Restraining Order	Personal or any family member at least 18 yrs. old	Immediately, 24 hours prior to court date	Rule 365
Contempt Citation	Personal only	21 days before the compliance date	Rule 107/407
Interrogatories	County Court – Personal or any family member at least 18 yrs. old		Rule 369
Notice, Claim, and Summons to Appear for Trail (Part 2) (Small Claims)	Personal or any family member at least 18 yrs. old	15 days before the compliance date	Rule 504
Notice and Order to Show Cause	Personal or any family member at least 18 yrs. old	7 days before the compliance date	Rule 404
Replevin	Personal or any family member at least 18 yrs. old	7 days before the compliance date	Rule 104
Summons in Forcible Detainer <b>Post if unable to serve</b>	Personal or any family member at least 18 yrs. old	7 days before the compliance date	Rule 304
Subpoena (Trial) (Deposition) (Duces Tecum/To Produce)	Personal only, unless written authorization	48 hours	Rule 345
Summons (County Court, with court date)	Personal or any family member at least 18 yrs. old	14 days before the compliance date	Rule 304
Writ of Garnishment	Personal or any family member at least 18 yrs. old		Rule 403

Department of Revenue Subpoena	Personal, unless Police Department accepts for their officers	5 – 24 hour periods for law enforcement officers; 48 hours for other persons	Rule 26
Federal Summons	Personal or any family member at least 18 yrs. old	120 days from issuance	Fed. Rule 4
Federal Subpoena	Personal; unless written authorization	48 hours	Fed. Rule 45
Out of State Documents	Serve according to the Rule of the State the document were issued		