

Checklist for collections case:

For each case, copy and put in file

- File has been set up.
- Principal and interest are calculated.

- 30-day letter has been sent**
- Date that letter needs to be answered is tickled in yahoo.

- Complaint has been filed.**
- Complaint is returned and sent out for service.
- In county court, an answer and summons is with complaint for service.
- Date that person must be served by is placed in yahoo. (10 days before summons)
- Date that return is for is placed in yahoo and date cleared with attorney.

- If default is entered, transcript of judgment is ordered.**
- Transcript is recorded in following counties:

Trial

- If trial is set, date for trial is put in yahoo.
- Date for Form 9 disclosures to be due is put in yahoo.
- Case is analyzed for other discovery that needs to be done.
- If trial is won, then transcript of judgment is ordered.
- Transcript is received and recorded in following counties:

Stipulation

- If stipulation is reached, dates for payment are entered into yahoo.
- If stipulation is reached and full payment is made, full satisfaction of judgment/dismissal of action is filed.
- If stipulation is reached and fully payment made, then case is closed.

Enforcement

- Colorado Payback** is checked to see if money is owed to debtor.
- Motion to have property turned over to us is filed.
- Order is returned and is mailed to Colorado Payback.
- If money is not turned over, then a contempt motion is filed with court.

- Motion for **Interrogatories** is filed with Court.
- Order is returned and Order and Interrogatories are sent to process server to be served.
- Date that Interrogatories is to be returned is tickled in yahoo.
- If interrogatories are not returned, then contempt motion is filed.
- Contempt citation is returned, and sent to process server to be served.
- Date for citation is placed in yahoo.

- Deposition:** do notice of deposition under rule C.R.C.P. 69 or 369
- Draft subpoena and witness check
- Call Esquire to set up court reporter.

- Land title is called for **O& E** on property if person owns house.
- Once judgment is received, motion is filed for Decree of Foreclosure.
- Decree is received and is filed with clerk and recorder of county.
- Sheriff's department, civil unit is contacted regarding procedures.
- Litigation guarantee is ordered from Land Title regarding property.

- If employment is known, then **Writ of Garnishment** is filed with employer.
- Writ is served on employer.
- If Writ is not answered, then Motion for default is entered.

- If person owes the debtor money, then Writ of Garnishment is applied for for said person.
- Writ is served on person who owes money.
- If Writ is not answered, then Motion for default is filed.

Action	Date to Be Done	Date Done
30-day letter sent		
Person must Answer by		
Trial		
Form 9 disclosures (30 days before Trial)		
Discovery (30 days before Trial)		
Judgment Received		
Interrogatories Served		
Interrogatories to be answered (10 days after service)		
Writ of Garnishment served		
Writ must be answered by		

DAMAGES :

1. Monthly Rent is or Principal due \$ _____
2. Rent or amount asked for in Complaint: \$ _____

A. Prior Rent for month of _____: \$_____ X _____ per diemdays

B. Current Month's Rent

\$_____ X _____ = \$_____

(per diem) (No. days - include day of return)

C. Interest due \$_____

Sub-Total of Rent or amount due \$_____

D. Late Charges \$_____

E. Costs \$_____

D. Total Rent \$_____

E. Total amount claimed \$_____

3. Attorney Fees \$_____

4. Costs

(Service of notices \$_____

(Service - Summons) \$_____

(Docket Fee) \$_____

Total Costs \$_____

TOTAL AMOUNT DUE \$_____