

Colorado Legal Services

Legal help for low-income Coloradans seeking assistance with civil legal needs



www.coloradolegalservices.org

How to Take Good Photos of Documents Using your Phone

This information can be used to help applicants and clients when they need to send photos of documents to CLS staff.

Important! There are other ways to do this, including th/ apps on your phone you can use to scan to email. Example: if you have an iPhone you can use iNotes, or Microsoft Lens. Check the app store on your phone for options.

CLS staff have asked you to send us copies of:

- Documents that an opposing party (i.e. your landlord) may have had delivered to you
- Documents you have filed with the court (if you have any)
- Documents you have about your case, for example leases and receipts

If you are using your phone to take a picture of your documents, then emailing them to us, please read through the below first!

1. Do you have your document(s) in good lighting when you are taking a picture of them?
Below is an example, not perfect, but it's readable and in decent lighting.

County Court _____ County, Colorado Court Address: _____		▲ COURT USE ONLY ▲
Plaintiff(s): v. Defendant(s): <input type="checkbox"/> Any and all other occupants		
Attorney or Party Without Attorney (Name and Address):		Case Number:
Phone Number: _____ FAX Number: _____	E-mail: _____ Atty. Reg. #: _____	Division _____ Courtroom _____

COMPLAINT IN FORCIBLE ENTRY AND DETAINER

The Plaintiff(s), named above, state(s) and allege(s) as follows:

1. Plaintiff(s) is/are the owner(s) of premises in the City of _____ County of _____, State of Colorado as follows:

Street Address: _____		
Subdivision: _____	Lot _____	Block _____

2. Defendant(s) leased and occupied the premises pursuant to a written lease, a copy of which is attached and incorporated as Exhibit A or verbal tenancy at a monthly rental of \$ _____, payable in advance on the _____ day of each month. By such lease or tenancy, the Defendant(s) entered into the possession and occupancy of the premises.
3. Defendant(s) has/have failed to pay monthly rental due on the following dates: _____ and as of the date of this filing is/are indebted to the Plaintiff(s) for past due rent in the amount of \$ _____ and damages in the amount of \$ _____, totaling \$ _____.
- or
4. Defendant(s) has/have violated the terms and conditions of the lease by failing to comply with the following covenants or conditions of the lease:

5. Plaintiff(s) have properly served either a written "Demand for Payment of Rent Due or Possession" or written "Notice to Quit" upon the Defendant(s) on _____ (date). The amount of time given to the Defendant(s) on the "Demand" or "Notice" has expired. A copy of the "Demand" or "Notice" is attached and incorporated as Exhibit B.

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