

**§ 1.2.8 “Civil Case Cover Sheet” (Mandatory Judicial Council Form No. CM-010)**

Rule  
revised  
1/1/09

This form must always be filed with the Complaint. It is only required to be served if the plaintiff indicates on the form that the case is “complex” or that it is a “Rule 3.740 Collections Case.” (C.R.C., Rule 3.220)

- 1▶ In the top box, enter the name of the attorney in all caps, with state bar number, telephone number, address, and, if available, the fax number. After “Attorney For (Name):,” enter the name of the client in all caps.
- 2▶ In the next box, enter the name and address of the court in which the action is being filed.
- 3▶ In the next box, enter in all caps the name of the plaintiff followed by “vs.” and the name of the defendant.
- 4▶ In the title of the form, check the “Unlimited” box or the “Limited” box depending upon whether the amount in controversy exceeds or is less than \$25,000.
  - Do not do anything in the box for “Complex Case Designation.” This box is for other parties who may respond to the filing of your form when they appear. (See Chapter 3, Appearance By Defendant.)
  - Leave the Case Number, Judge, and Department blank.
- 5▶ Item #1 contains a list of types of cases with numerical designations. Check the box for the type of case which best describes your case -- in our case it is “Auto (22).” (Note the new designation for “Rule 3.740 collections” cases.)
- 6▶ At #2, check the first or second box depending on whether the case is or is not a complex case as defined in C.R.C., Rule 3.400. (The characteristics of a complex case are listed in 2a-f of the form.)
- 7▶ At #3, check all of the types of remedies being sought -- in our case, the Complaint seeks only monetary remedies, so only that box is checked.
- 8▶ At #4, insert the number of causes of action contained in the Complaint.
- 9▶ At #5, check the first or second box depending on whether the case is or is not a class action suit.
- 10▶ Enter the date the attorney will sign and the attorney’s name in all caps.
  - Have the attorney sign the form.

*[The reverse side of the form, not shown, contains instructions on how to complete the form.]*