

# EVICTIION FAX COVER

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY/PROPERTY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PAGES (INCLUDING COVER LETTER): \_\_\_\_\_

NUMBER OF DEMANDS TO BE FILED: \_\_\_\_\_

ARE ANY OF THESE RESIDENTS IN THE MILITARY?: \_\_\_\_\_

WHICH RESIDENTS?: \_\_\_\_\_

COMMENTS:

Hopkins Tschetter Sulzer's Eviction Staff will always call you to confirm the receipt of all demands faxed to our offices, if you do not receive a confirmation phone call within 24 hours of transmission, please call us at 303.766.8004 to find out if your notice was received. If you wish to have your eviction cases filed immediately, please give written authorization instructions in the comments box above and in cases where we cannot reach you directly, our Eviction staff will leave you a message with your court date. If no filing instructions are written in the comments box, we cannot file the case until we have personally discussed and obtained your approval. Any Non-Monetary cases received must be reviewed by an attorney prior to filing and will not be filed until an attorney discusses the case with you personally.

**CLIENTS FAX COMPLETED NOTICES TO:**

**Hopkins • Tschetter • Sulzer**  
Attorneys and Counselors at Law 

Evictions Department:	Colorado Springs:
Phone 303.766.8004	Phone 719.550.8004
Fax 303.766.1181	Fax 719.227.1181