

DOUGLAS COUNTY, COLORADO, SHERIFF'S OFFICE  
JUDICIAL FORECLOSURE CHECKLIST

In order to expedite matters, please e-mail as many of these documents as possible in Microsoft Word format to [gpeitzme@dcsheriff.net](mailto:gpeitzme@dcsheriff.net). If there are any questions, please contact Lt. Glenn Peitzmeier of the Douglas County Sheriff's Office Civil Division by phone at 303-814-7083, or by e-mail at the above address. Our mailing address is:

Douglas County Sheriff's Office  
Civil Section  
4000 Justice Way, Suite 2213  
Castle Rock, CO 80109

The following documents are needed to process a sale of real property pursuant to a decree of judicial foreclosure:

1. Original or a copy of the Decree of Judicial Foreclosure.
2. Copy of the recorded Lis Pendens (needed to calculate sale date per 38-38-108 C.R.S.)
3. Affidavit regarding homestead, or if homestead does not apply, a letter signed by the attorney explaining why homestead does not apply (38-41-206 C.R.S.).
4. Combined notice pursuant to 38-38-103 C.R.S. The sheriff is required to mail the combined notice to each entity on the mailing list (number 5 below) no less than 16 nor more than 30 calendar days after the Decree of Judicial Foreclosure is delivered to the sheriff. The sheriff will schedule the sale date pursuant to 38-38-108 C.R.S., so please leave this section of the combined notice blank.
5. A mailing list complying with section 38-38-103 C.R.S., specifying the entities to which the combined notice is to be mailed.
6. Legible copy of all statutes required by section 38-38-103(4)(b) C.R.S. We need one copy for each entity on the mailing list, plus one copy for the sheriff's file.
7. A set of envelopes addressed to everyone on the mailing list (number 5 above) with the following return address:

Douglas County Sheriff's Office  
Civil Division  
4000 Justice Way  
Castle Rock, CO 80109

The envelopes must include postage for 2 ounces.

8. Certificate of mailing regarding the combined notice.
9. Check made payable to Douglas County Sheriff's Office in the amount of \$200.00 (two hundred dollars). This is broken down as \$40.00 for return on execution; \$30.00 advertising fee; \$100.00 sheriff's commission; \$30.00 for making and recording the

certificate of purchase. If the creditor ends up becoming the purchaser at the sheriff's sale, then an additional check made payable to the Douglas County Clerk and Recorder in the amount of \$11.00 for the first page and \$5.00 for each subsequent page will be required to record the certificate of purchase. (The recording of the certificate of purchase requires that the decree of foreclosure and mailing list be included)

10. Cover letter stating what you want done.
11. We will need an itemized bid letter conforming to 38-38-106 C.R.S. no later than 12:00 noon on the second business day prior to the date of sale.