

DOUGLAS COUNTY, COLORADO, SHERIFF'S OFFICE  
REAL PROPERTY EXECUTION 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 Section 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 an execution and levy upon real property:

1. Original or a copy of the writ of execution issued by a Colorado court (returnable in 90 days). Judgments from out-of-state courts must first be domesticated in Colorado (see C.R.S. 13-53-103).
2. 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.).
3. Certificate of levy (13-56-101 C.R.S.), with check made payable to "Douglas County Clerk & Recorder" in the amount of \$11.00 for the first page and \$5.00 for each additional page. The court caption is not required on this document. You can save space (and recording fees) by simply referencing the appropriate court and court case number within the text of the certificate (the mailing list and decree of foreclosure must be recorded with the certificate of purchase).
4. Notice of levy (13-55-102 C.R.S.) Must be served on judgment debtor, either personally or by publication (see statute for specifics). If outside of Douglas County, service must be arranged and paid for through the jurisdiction where the debtor may be found. After service of the notice of levy, the judgment debtor has 10 days to claim any exemptions under 13-54-102 C.R.S. If no exemptions are claimed, or once all exemption issues are resolved, proceed to number 5 below.
5. 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 6 below) no less than 16 nor more than 30 days after the writ of execution 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.
6. A mailing list complying with section 38-38-103 C.R.S., specifying the entities to which the combined notice is to be mailed.
7. 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.

8. A set of envelopes pre-addressed to everyone on the mailing list (number 6 above) with the following return address:

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

The envelopes must include postage for 2 ounces.

9. Certificate of mailing regarding the combined notice.
10. Check made payable to Douglas County Sheriff's Office in the amount of \$236.00 (two hundred thirty-nine dollars). This is broken down as \$40.00 for return on execution; \$36.00 for making and filing for record the certificate of levy, with mileage; \$30.00 advertising fee; \$100.00 sheriff's commission; \$30.00 certificate of purchase. Additionally, a fee of \$35.00 plus mileage will be assessed for each party within Douglas County who requires service of the Notice of Levy. Parties outside of Douglas County must be served within their respective county.
11. Cover letter stating what you want done.
12. 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.