



**WELD COUNTY, COLORADO, SHERIFF'S OFFICE
JUDICIAL FORECLOSURE CHECKLIST**

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

- 1. Original or copy of the Decree of Judicial Foreclosure**
- 2. Copy of recorded Lis Pendens (to calculate sale date per 38-38-108)**
- 3. Affidavit regarding homestead**
- 4. If homestead not applicable, letter signed by attorney regarding why homestead would not apply (38-41-206)**
- 5. Combined notice, 2 copies per 38-38-103. The sheriff is required to mail combined notice to each entity on the mailing list no less than 16 nor more than 30 calendar days after the Decree of Judicial Foreclosure is received by the sheriff. The sheriff will schedule the sale date per 38-38-108. Please leave sale date section of the combined notice blank. The second copy of the notice is for publication and the appropriate statements should be omitted.**
- 6. A mailing list complying with section 38-38-103, specifying the entities to which the combined notice is to be mailed.**
- 7. Legible copies of all statutes required by section 38-38-103(4)(b). One copy for each entity on the mailing list and one copy for the sheriff's file.**
- 8. A set of postage (2 oz) paid addressed envelopes to each entity on the mailing list with the following return address:**
**Weld County Sheriff's Office
Civil Process Unit
1950 "O" Street
Greeley, Colorado
80631**

"...to provide an environment designed to maintain and enhance the general health, welfare, and safety of the people of Weld County."

Main Office, Greeley
1950 "O" Street
Greeley, CO 80631
Phone (970) 356-4015
Fax (970) 304-6467

Fort Lupton Sub Station
2950 9th Street
Fort Lupton, CO 80621
Phone (303) 857-2465
Fax (303) 857-3027

Southwest Complex
4209 WCR 24 ½
Longmont, CO 80504
Phone (720) 652-4215
Fax (720) 652-4217

North Jail Complex
2110 "O" Street
Greeley, CO 80631
Phone (970) 356-4015 x3922
Fax (970) 304-6461



- 9. Certificate of mailing regarding the combined notice
- 10. To start the sale, \$200.00 check made payable to Weld County Sheriff's office
- 11. Cover letter stating what you want done
- 12. We will need an itemized bid letter conforming to 38-38-106 no later than 12:00 noon the second business day prior to the sale date. Fax bids to 970-304-6467 attention "Civil Unit".
- 13. Please indicate which newspaper you prefer for the publication to print in; otherwise we will print in The Greeley Tribune.

Revised 091712

"...to provide an environment designed to maintain and enhance the general health, welfare, and safety of the people of Weld County."

Main Office, Greeley
1950 "O" Street
Greeley, CO 80631
Phone (970) 356-4015
Fax (970) 304-6467

Fort Lupton Sub Station
2950 9th Street
Fort Lupton, CO 80621
Phone (303) 857-2465
Fax (303) 857-3027

Southwest Complex
4209 WCR 24 ½
Longmont, CO 80504
Phone (720) 652-4215
Fax (720) 652-4217

North Jail Complex
2110 "O" Street
Greeley, CO 80631
Phone (970) 356-4015 x3922
Fax (970) 304-6461