



OFFICE OF THE SUMMIT COUNTY SHERIFF

SHERIFF

Jaime FitzSimons

UNDERSHERIFF

Joel Cochran

DIVISION COMMANDERS

Commander Wes Mumford-Operations

Commander Erik Bourgerie -
Detentions/Civil

Commander Jonathan Diurba-
Emergency Manager

Director Lesley Hall- Animal Control &
Shelter

ADMINISTRATION

Teri Furll

Erin Opsahl

Adrienne Stuckey

CIVIL

Cory Palmerton

Jessie Tang

RECORDS

Cecilia De Los Santos

PATROL SUPERVISORS

Sr. Sgt. Dave Martinez

Sgt. Sylvia Simms

Sgt. Tom Whelan

Sgt. Daric Gutzwiller

JAIL SUPERVISORS

Sr. Sgt. Cynthia Gilbert

Sgt. Ron Hochmuth

Sgt. Nathan Fidler

INVESTIGATIONS

Sgt. Robert Pearce

SPECIAL OPERATIONS

ANIMAL CONTROL and SHELTER

Meg Leroux

Jesslyn Swirka

*"Professionally Serving
Our Community Since
1861"*

To Whom It May Concern:

The following documents are required to initiate a Sheriff's Sale of real property:

1. Letter of instruction directing the Sheriff's Sale.
2. Writ of Execution or Judgment and Decree of Foreclosure issued by the court.
3. A recorded copy of the Lis Pendens (necessary for establishing redemption rights).
4. Certificate of Levy or court order waiving Levy and Notice of Levy.
5. Indemnity Bond double the value of the judgment (only for sale of personal property- **Does not apply to real property**)
6. Microsoft Word document of the Combined Notice of Sheriff Sale, Right to Cure, and Right to Redeem (please email to Jessie.Tang@SummitCountyco.gov) and Certificate of Mailing.
7. Mailing List (starts foreclosure timeline).
8. Homestead Affidavits. If Homestead applies, must comply with the requirements of C.R.S. 38-41-206.
9. Copy of Colorado Revised Statutes pertaining to Sheriff's Sale (enough copies for all listed parties on the mailing list as well as one copy for our files).
10. Include stamped, self-addressed envelopes – one set for each of the names on the mailing list. **Please note that the postage on ALL envelopes should be appropriate for large envelopes 15" long x 12" high x 3/4" thick. (Be sure that the return address is that of the Summit County Sheriff's Office, Civil Division, P.O. Box 210, Breckenridge, CO 80424).**
11. Sheriff's Certificate of Purchase (issued & recorded no later than five business days after the sale C.R.S. 38-38-401(1)).
12. Sheriff's Confirmation Deed (only issued upon written request C.R.S. 38-38-501).
13. Check for \$200.00 to initiate Sheriff's Sale. Another check payable to the Summit County Clerk & Recorder for recordation of Certificate of Levy. Fee for first page is \$13.00 and \$5.00 for each additional page.

After the initial documents are received, we will send you a letter stating the publication dates and the sale date.

Please contact the Civil Division at 970-423-8900 if we can be of further assistance.

Sincerely,

Summit County Sheriff's Office Civil Division