

Public Trustee's Office

Naming Conventions for a first legal package submitted electronically

All documents must be submitted in .tif file format, except the mailing lists and DATADOC, which must be in Word format if you are submitting the package through GTS. If you are emailing the first legal package, the ML and DATADOC must be uploaded together in a .csv file, and Exhibit A (if needed) as a Word document. To convert files into .tif using Adobe Acrobat, click 'file', click 'convert to word, excel, or powerpoint', select convert to image, and select .tif for the image format. See our .tif image requirements below.

All holders must submit the following electronically in their first legal package:

NED = Notice of election and demand

DATADOC = DATADOC in Word format (through GTS) or .csv file (via email)

ML= Initial mailing list submitted in Word and .tif format (through GTS) or uploaded with DATADOC as .csv file (via email)

SLS = A statement identifying the name of the loan servicer

ACO = A statement identifying the name and address of the current owner of the property

EXHIBIT A = If the legal description in the DATADOC is greater than 4 lines, please submit it as a Word document

Qualified holders must submit the following documents electronically in addition to the rest of their legal package:

CERTQH = Certification by a qualified holder or their attorney to submit copies of the note and DOT

CNOTE = Copy of note (evidence of debt)

CDOT = Copy of deed of trust certified by a qualified holder or their attorney

Unqualified holders must send the following original documents to our office: Jefferson County Public Trustee, Suite 2510, 100 Jefferson County Parkway, Golden, CO 80401, in addition to the rest of their electronic legal package.

NOTE = Original Note (evidence of debt)

NOTEASSIGN = Original indorsement or assignment of the note (evidence of debt)

LOANMOD = Original modification to the evidence of debt secured by the deed of trust

DOT = Original deed of trust

PRL = Original partial release

The following additional documents may be needed to process the foreclosure:

CERTJUD = Certified copy of a monetary judgment entered by a court

CNOTEASSIGN = Copy of indorsement or assignment of the note (evidence of debt)

CLOANMOD = Copy of loan modification certified by a qualified holder or their attorney

CERTDOT = Copy of deed of trust certified by the Clerk & Recorder

CERTQHEOD = Copy of the evidence of debt submitted with an original deed of trust

CERTQHDOT = Copy of deed of trust certified a qualified holder or their attorney submitted with the original evidence of debt

CERTPRL = Partial release certified by the Clerk & Recorder

CPRL = Copy of a partial release certified by a qualified holder or their attorney

POA = Power of Attorney

SCV = Affidavit affecting the deed of trust

PED = A document notifying the public trustee that the property requires posting under CRS 38-38-802

Image Requirements for .tif

- Scanned black and white
 - Scanned at 300 dpi
 - Scanned in portrait model
- Images captured as multi-page .tifs
- Group IV TIF compression