

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Policies		P&P-B-124
Sheriff's Sales		
Effective Date: 02-12-19 Supersedes: 10-13-09	Approval: Sheriff	Number of Pages: 2
References: 38-37-108, Title 4, CRS	Reevaluation Date: Annually	Standards:

I. POLICY

It is the policy of this Office that the Civil & Warrants Section will administer and conduct sheriff's sales of real and personal property in strict compliance with court orders and [Title 38 of the Colorado Revised Statutes](#). Certain sections of these statutes require that the Sheriff establish and uniformly apply policies pertaining to sheriff's sales.

II. ACCEPTANCE OF ELECTRONIC DOCUMENTS AND RECORDS

- A. Except as specified below, the Civil & Warrants Section shall accept in either electronic or paper format any documents or records related to foreclosures or writs directing the Sheriff to levy upon, seize, or sell property. Documents submitted electronically must be clearly legible, show no evidence of alteration, and must be readable and electronically storable by software currently used by the Sheriff's Office.
- B. The use or submission of electronic documents shall not be required in any sheriff's sale proceeding.

III. TIME LIMIT FOR TENDERING FULL AMOUNT OF BID

- A. Except for the judgment creditor, all bidders at any sheriff's sale will be required to have in their possession cash or funds in the form specified in [38-37-108 C.R.S.](#), such as cashier's checks, teller's checks, or drafts denominated as official checks as defined in the Uniform Commercial Code, [Title 4 C.R.S.](#), at least equal to the amount of the judgment creditor's bid.
- B. The highest and best bidder will have two hours following the sale to tender the full amount of their bid, or they will be deemed to have withdrawn their bid.
- C. If the highest bidder fails to timely tender the full amount of their bid, they will be deemed to have withdrawn their bid. The deputy conducting the sale will then contact the next highest bidder and give them two hours to tender the full amount of their bid.
- D. The process will continue until the earlier of:
 - 1. a bidder timely tenders their bid; or
 - 2. the property is sold to the judgment creditor.
- E. All notices of sheriff's sales published by the Sheriff's Office will contain an advisement similar to the following:

“All bidders will be required to have in their possession cash or certified funds at least equal to the amount of the judgment creditor’s bid. Please telephone 303-660-7527 prior to the sale to ascertain the amount of this bid. The highest and best bidder will have two hours following the sale to tender the full amount of their bid, or they will be deemed to have withdrawn their bid.”

By Order of the Sheriff