

Instructions for Filing a New Allocation of Parental Responsibilities (APR) in Jefferson County District Court

**FOR ASSISTANCE WITH FORMS OR ADDITIONAL INFORMATION,
CALL THE SELF-HELP CENTER AT (303) 271-6570 OR VISIT SUITE 1050.**

FREE Divorce/Legal Separation/APR Clinic

When: Second Wednesday of each month (12 p.m. to 1:30 p.m.) The clinic begins promptly at noon.

What: Information on filing a simple divorce/legal separation/APR without the assistance of an attorney. The following procedures and forms will be discussed: New case filings, Financial Affidavits, Temporary Orders, Parenting Plan

The clinic is held in the Jury Commissioner's Office. **No reservation is required.**

1. Forms

The Clerk's office is located on the 1st floor at: 100 Jefferson County Parkway, Golden, CO 80401. Forms may be obtained at no cost at www.courts.state.co.us or in the Court Clerk's Office for a fee. Select the **Forms** tab, **Divorce and Family Matters**, go to **Custody & Child Support folder**, and click **Child Custody**. Some forms are available in Spanish.

You will need the following forms. The first three forms are needed to begin the case:

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|--------------------------|-----------------|---|
| <input type="checkbox"/> | JDF 1000 | Case Information Sheet |
| <input type="checkbox"/> | JDF 1413 | Petition for Allocation of Parental Responsibilities |
| <input type="checkbox"/> | JDF 1414 | Summons (Not needed if signing Petition together.) |
| <input type="checkbox"/> | JDF 1104 | Certificate of Compliance with C.R.C.P. 16.2(e) |
| <input type="checkbox"/> | JDF 1111 | Sworn Financial Statement |
| <input type="checkbox"/> | JDF 1113 | Parenting Plan |
| <input type="checkbox"/> | JDF 1117 | Support Order |
| <input type="checkbox"/> | JDF 1422 | Order for Allocation of Parental Responsibilities |
| <input type="checkbox"/> | JDF 1820E | Completed Electronic Child Support Worksheet (Manual forms JDF 1820M Worksheet A or JDF 1821M Worksheet B also available) |

*****Additional forms may be required on a case by case basis.*****

*If your address changes, you must complete the **NOTICE OF CHANGE REGARDING CONTACT INFORMATION** (JDF 1312) and file it with the court.

2. Filing Fees:

- Petition for Allocation of Parental Responsibilities: \$222.00
- Response to the Petition or the Respondent's first pleading: \$116.00.

**The filing fee may be waived if a party is determined by the court to be indigent. Complete forms JDF 205 and the caption of JDF 206 and file them with the court. Once the documents are submitted, the court will determine whether the fee can be waived.*

***** FILING FEES ARE SUBJECT TO CHANGE and ARE NON-REFUNDABLE *****

3. Opening Your Case

The child(ren) must have lived in Colorado for at least 6 months prior to the filing of the Petition or since birth if under 6 months of age. If this time requirement is not met at the time of filing, the court does not have jurisdiction over the case.

To file your case, you must complete and submit the original Petition, Summons, Case Information sheet, and pay the filing fee. The Case Information Sheet must be completely filled out, including parties' social security numbers.

****All** documents MUST be typed or written legibly in **BLACK** or **BLUE** ink, and signatures notarized where required. If something does not apply, please indicate "not applicable" or "N/A". DO NOT file incomplete documents. To correct mistakes, draw a line through the error and fill in the correct information. Please do not use white out.

4. Filing Forms with the Court

All documents must be filed at the Domestic window in the Clerk's Office or mailed to **Clerk of Court, 100 Jefferson County Parkway, Golden, CO 80401**. You cannot file documents in your assigned courtroom or division. File the original documents and **always include your case number**. The Clerk's Office can notarize your court documents at no cost.

5. Service

If you are not filing as Co-Petitioners, the Petitioner must have the Respondent personally served with the Summons and Petition. ***The Summons cannot be served or the waiver and acceptance of service cannot be signed by the Respondent, prior to filing your case.*** Personal service is NOT accomplished by mailing the documents to the other party, even if certified. Service must be done in one of the following ways:

- ◆ **Personal Service** - The Summons and Petition may be served by the Sheriff's Department or a person age 18 or older who is not a party to the case. The Return of Service, which is included with the Summons (JDF 1414), must be signed and notarized by the person completing service, then filed in the Clerk's Office.

* For further explanation on personal service, please see the following YouTube video <http://www.youtube.com/watch?v=Caq1IWUVih8>. (If you have trouble with the link, you can also go to the YouTube homepage and search for "service of process in Colorado").

- ◆ **Waiver and Acceptance of Service** – The Waiver, which is included with the Summons (JDF 1414), must be dated, signed and notarized by the Respondent, then filed in the Clerk's Office.
- ◆ **Publication** - You must attempt personal service. If personal service is unsuccessful and you do not know the whereabouts of the Respondent, complete the Motion and Order for Publication (JDF 1301 and JDF 1302). **Attach proof of attempted service.** If granted:

The court will publish all notices of *publication by consolidated notice* in the Golden Transcript newspaper. If your case requires *publication of summons*, it is your responsibility to publish notice in a local newspaper for 5 consecutive weeks. You are responsible for publication costs.

Once the proof of publication is filed, you may set your case for hearing. **If you obtain service by publication, you will be required to appear in person for the hearing and provide the court with testimony regarding the facts of your case.**

6. Respondent files a Response (JDF 1420)

The purpose of the Response is for the Respondent to indicate whether he/she agrees or disagrees with the information in the Petition. The Respondent must file the original with the court and send a copy to the Petitioner. **The Respondent may not be allowed to participate in the permanent orders hearing if he/she has not filed a Response.**

7. Initial Status Conference (ISC)

An ISC is required to be held within 42 days from when you filed your case. You will receive a Case Management Order (CMO) by mail with the date of your conference. The Petitioner's **MUST** mail a copy of the CMO to the Respondent. Failure to attend the ISC may result in the dismissal of your case. If neither party is represented by an attorney, the ISC will be scheduled with the Domestic Family Court Facilitator. If one party is represented by an attorney, the ISC will be scheduled with a Magistrate.

8. Sworn Financial Statement (JDF 1111)

The financial statement must be completed and exchanged by each party and ready for court review at the ISC. Include all current and accurate financial information. If your financial information changes, please file a new financial statement.

9. Certificate of Compliance with Mandatory Financial Disclosures (JDF 1104)

Each party is required to exchange the Mandatory Disclosures as required by the CRCP, Rule 16.2(e). Each party must file with the court the Certificate of Compliance, JDF 1104, to show the court they have exchanged the information, but **DO NOT FILE THE DISCLOSURES WITH THE COURT**, just provide copies of the disclosures to the other party.

10. Parenting Plan (JDF 1113)

You must submit a parenting plan to the court. If parties have a full agreement, the document must be signed, dated, and notarized by both parties. This document outlines parenting time and decision-making responsibilities of each parent. Please be specific. Only include parties who will have court-ordered parenting time or decision-making responsibilities.

11. Attending A Parenting Class

You are required to attend a parenting class before permanent orders will be entered. The information for the appropriate class to attend will be included in your CMO. Failure to attend the class could result in delay of your case or other sanctions set forth by the court. A list of court-approved parenting classes can also be found on the Colorado Court Website.

12. Child Support Worksheets (JDF 1820E)

Child support must be provided for in your case. Parties cannot waive their right to child support. **It is mandatory that the parties make all the calculations and submit the worksheet to the court.** Calculations are based on the parenting time schedule in your parenting plan.

The child support worksheet may be completed on line at www.courts.state.co.us. Select *Forms* tab. Select *Divorce and Family Matters*. Under the Custody and Child Support tab, select *Child Support*

Electronic Worksheets. The electronic version of the worksheet is in Microsoft Excel. Manual forms (JDF 1820M Worksheet A or JDF 1821M Worksheet B) are also available. If you have questions you may ask the Family Court Facilitator at your Initial Status Conference. **The child support provided in your parenting plan must not be less than the amount determined by the worksheet** unless you have a compelling reason.

13. Support Order (JDF 1117)

One of the parties must complete an accurate support order and submit it to the court. Only complete **the caption box and party information** on the first page (stop where the form says “The Court Orders”), **and whether the payments will be made directly between the parties or paid through the Family Support Registry** at the bottom of the second page. The support order must have the date of birth and current addresses for both parties and the child(ren). An incomplete support order could delay your child support payments.

FSR receives the child support payment, records it, and forwards it to the party to whom it is owed. For more information, call (303) 299-9123 or 1-800-374-6558 or visit <https://childsupport.state.co.us>, select *Parent* tab, then select *Family Support Registry* link. If you have been ordered to make payments through FSR, they must be made payable to FSR and mailed to: **P.O. Box 2171, Denver, CO 80201-2171**

- ◆ Include your FSR number on the check or money order.
- ◆ Notify FSR directly of any address change.

14. Order for Allocation Of Parental Responsibilities (JDF 1422)

The order for allocation of parental responsibilities must be completed by one of the parties and submitted to the court. Only complete the caption box and parts 2-5. The Magistrate or Judge will complete the remaining sections.

*The court provides this information as a courtesy and it does not constitute legal advice. The court staff **cannot** answer questions on legal issues. **It is your responsibility to prepare and submit adequate and complete documents.** If your case is complex or you have additional questions, please obtain or consult legal counsel. If you choose to represent yourself, you are bound by the same rules and procedures as an attorney.

The Colorado Revised Statutes can be found on the Colorado Court Website under the *Legal Community* link.

To avoid a long wait at the Domestic window, please complete all forms prior to filing your paperwork. If you need assistance with your forms, go to the self-help center located in Room 1050 of the Jefferson County Courthouse.