Flowchart ~ Allocation of Parental Responsibilities

www.gofourth.org - **FCF Forms**
www.courts.state.co.us - **JDF Forms**

Statutory **6 months** period for purposes of establishing Home State Jurisdiction

Domestic Relations Case Information Sheet - **JDF 1000**
Petition for Allocation of Parental Responsibilities - **JDF 1413**

Service of Summons is Completed by - **JDF 1414**
1. Co-Petitioner Filing (**BOTH** parties sign/notarize Petition)
2. Summons and Waiver/Acceptance of Service
3. Summons and Return of Service
4. Instruction for Service by Publication - **JDF 1301** & **1302**

Mandatory Initial Status Conference for BOTH Parties with Family Court Facilitator

Statutory 20 to 30 day waiting period begins once Service of Summons is properly completed

Read - Case Management Order - **FCF 400**
Read - Notice of Applicability - **FCF 700**
Read - Standard Order to Parent - **FCF 900**

Forms to be submitted **after** Service of Summons is completed:
1. Both Parties must attend a Parenting Seminar
2. Certificate of Compliance Mandatory Disclosures - **JDF 1104**
3. Mother's Sworn Financial Statement (Financial Affidavit) - **JDF 1111**
4. Father's Sworn Financial Statement (Financial Affidavit) - **JDF 1111**
5. Child Support Worksheet - **JDF 1820** or **JDF 1821**
6. Parenting Plan - **JDF 1113**

OPTIONAL ~ Setting 30 to 45 Days ~

After the opposing party has been properly served the steps to schedule a hearing for **Temporary Orders** include the following forms:
1. Motion for Temporary Orders - **JDF 1106**
2. Current Sworn Financial Affidavit - **JDF 1111**
3. Proposed Parenting Plan - **JDF 1113**
4. Child Support Worksheet **JDF 1820** or **JDF 1821**
5. Notice to Set for Pro Se's Temporary Orders Hearing - **FCF 1010**
6. Temporary Order Information for the Court - **JDF 1109**

Mediation is mandatory for all domestic cases that have contested issues in the case. To schedule Mediation with the **Office of Dispute Resolution (ODR)** you must file Form **FCF 300a** in Room S101. The Office of Dispute Resolution will assist Parties in resolving issues that are being contested. The parties may also elect to complete mediation with a Mediator from the community outside the courthouse.

The **Initial Status Conference Order** will be issued at the initial conference with the Family Court Facilitator. Parties are required to complete all forms and parenting seminar within **45 Days** of the conference being held.

After the statutory 20 to 30 day response period, and if all documents required above have been filed with the Clerk of Court Room S101, you may file the documents to schedule a Final Orders Hearing.

UNCONTESTED - Parties Agree
~ Setting 30 to 60 Days ~
1. Notice to Set Uncontested Hearing **FCF 1015**

CONTESTED - Parties do **NOT** Agree
~ Setting 4 to 6 Month ~
1. Complete Mediation - **FCF 300 and FCF 300a**
2. Pretrial Statement - **JDF 1129**
3. Notice to Set - Instructions - **JDF 1122**
   Notice to Set - **JDF 1123 and JDF 1124**

File the form listed below prior to your **Final Orders Hearing.**
1. Order for Allocation of Parental Responsibilities - **JDF 1422**