

DISTRICT COURT, _____ COUNTY, COLORADO Court Address  (970) 328-6373	<b>▲ COURT USE ONLY ▲</b>
<b>In re the Marriage of:</b>  <b>Petitioner:</b> V <b>Respondent:</b>	
<b>DOMESTIC RELATIONS STANDARD CASE MANAGEMENT ORDER</b>	

**COURT FACILITATED PROCEDURE FOR DOMESTIC RELATIONS CASES**

1. Court procedures that apply to your case are set out in Rule 16.2 of the Colorado Rules of Civil Procedure found in many public libraries and online as well. This Domestic Relations matter will be handled through Court Facilitated Case Management. The Judge and Family Court Facilitator will be directly involved in managing the case as it moves through the court system. The Judge and Family Court Facilitator will manage the case with the goals of reducing acrimony and expense as well as achieving the earliest possible resolution.

**MANDATORY INITIAL STATUS CONFERENCE**

2. The filing party must schedule the Mandatory Initial Status Conference (“Initial Status Conference”) at the time a party files any of the following with the Court: (a) the Petition for Dissolution or Legal Separation; (b) Petition for Allocation of Parental Responsibilities; or (c) Domestic Relations Post Decree Motion (“PD Motion”). The Petitions in (a) and (b) shall hereinafter be referred to collectively as “Petition”
3. Upon the filing of a Petition signed by both parties, the Petitioner is responsible for providing a copy of this order and the Notice of Initial Status Conference to the Co-Petitioner within fourteen (14) days of filing the Petition. If the Petition is signed by one party, Petitioner shall serve the Respondent with a copy of: (a) this Order; (b) Notice of Initial Status Conference; (c) Petition; (d) Duty to Confer Order; and (e) Summons.
4. **Scheduling and Case Management for Petitions.** Pursuant to C.R.C.P. 16.2(1)(e), the Initial Status Conference shall take place as soon as practicable, but no later than forty-two (42) days from the filing of the Petition. The Petitioner or Petitioner’s counsel shall provide notice of the Initial Status Conference to all parties.

5. **The only exceptions from the Initial Status Conference are:**

- If both parties are represented by counsel, counsel may submit a Stipulated Case Management Plan signed by counsel and the parties. Counsel shall exchange Mandatory Disclosures and file a Certificate of Compliance pursuant to Rule 16.2(c)(1)(d). Counsel must also set a Status Conference. The Court will review any such Stipulated Case Management Plan as provided by Rule. It is the general policy of the Judicial District that an Initial Status Conference with the Family Court Facilitator shall occur in all cases. The Court retains discretion to require an Initial Status Conference regardless of the filing of a Stipulated Case Management Plan.

**Or**

- If parties do not have children of legal dependent age (18 years and younger) or have reached all agreements, **all required documentation must be filed without amended documents needed** before the Judge will consider waiving the Initial Status Conference. **The required documentation/forms are:**

- JDF 1111sc – Sworn Financial Statements (filed by each party);
- JDF 1111ss – Supporting Schedule of Assets (if applicable);
- JDF 1104 – Certificate of Compliance with Mandatory Financial Disclosures;
- JDF 1115 – Property and Financial Agreement/Separation Agreement;
- JDF 1018 – Affidavit of Decree Without Appearance of Parties; and

If all above documents are filed prior to the Initial Status Conference, parties may contact the Family Court Facilitator to request a document review to be held on the same date as the scheduled conference.

**PROCEDURES FOR ALL CASES**

6. Parties and their attorneys must attend the Initial Status Conference and shall be prepared to determine a timeline of events leading to the completion of their case. If there are any Temporary Orders issues, parties should be prepared to discuss these at Initial Status Conference.
7. **No motions**, other than those outlined by Rule 16.2(c)(4)(A), shall be filed. All other motions shall only be filed as determined at a status conference or in an emergency upon order of court per Rule 16.2(c)(4)(B). This includes but is not limited to motions for temporary orders, motions for attorney fees, and motions related to discovery disputes. If

there is an emergency matter it should be brought to the attention of the Family Court Facilitator or CJA for presentation to the court in accordance with the provisions of Rule 16.2(c)(3).

8. Completed Sworn Financial Statements (JDF 1111); Supporting Schedules of Assets (JDF 1111ss) of needed; and Certificate of Compliance (JDF 1104) shall be filed no later than forty-two (42) days after the service of the Petition. Draft copies of this Sworn Financial Statement should be brought to this Initial Status Conference. The parties and counsel should provide each other with full and complete disclosures (*see* C.R.C.P. 16.2(e)(7) for guidance) and file the Certificate of Compliance with Mandatory Financial Disclosures (JDF 1104).

Forms are online at <http://www.courts.state.co.us>

or

[https://www.courts.state.co.us/Courts/District/Custom.cfm?District\\_ID=5&Page\\_ID=832](https://www.courts.state.co.us/Courts/District/Custom.cfm?District_ID=5&Page_ID=832)

9. Discovery. No discovery shall be served until after the initial status conference. Pattern discovery requests may be served in accordance with Rule 16.2(f)(3), but any other formal discovery must be authorized by the court. See Rule 16.2(f)(4).
10. A Family Court Facilitator, who has communicated with the parties in a Domestic Relations matter, cannot serve as a witness in any subsequent judicial proceeding.

#### **E-FILING PROCEDURES (ONLY FOR CASES WITH PARTIES REPRESENTED BY ATTORNEYS)**

11. The Fifth Judicial District Court requires all parties represented by attorneys to serve their pleadings using Electronic Case Filing (“E-Filing”). As per Fifth Judicial District Order 07-04 (“Order 07-04”), attorneys shall e-file all pleadings, motions, briefs, exhibits and other documents using the state-authorized E-Filing System.

**Attorneys should refer to Order 07-04 for complete details as to all applicable e-filing requirements.**

- A. Verified Pleadings: All pleadings requiring verification of the signature of both parties and/or counsel shall be e-filed with scanned signatures. The statement “original signature on file” will not be acceptable.
- B. Child Representative: A Child Representative is considered an attorney of record and is subject to mandatory e-filing.

- C. Mediators and Child & Family Investigators: Mediators and Child & Family Investigators shall not electronically file their documents, even if they are licensed attorneys, due to the sensitive nature of their reports. All such documents shall be filed in paper format or via email. These reports will be sealed by the Court.

**MANDATORY PARENTING THROUGH DIVORCE CLASS  
FOR PARENTS AND PARTIES WITH CHILDREN**

12. Any party, who is subject to a Petition and has minor children (under the age of 19), must complete a qualifying Parenting Through Separation/Divorce Class. A list of programs that satisfy this requirement is attached to this order. The parties shall provide proof and **file with the Court a Certificate of Completion within forty-nine (49) days** of: (a) filing the Petition (Petitioner/Co-Petitioner); or (b) signing either the waiver of service or return of service date (respondent).
13. Mediation is required in all cases if parties cannot reach mutual agreement. Not later than seven (7) days after completion of mediation you must file JDF 1337 Certificate of ADR/Mediation Attendance **and** contact the Family Court Facilitator to schedule a conference by telephone regarding post-mediation status. Status conference procedures are more fully described in Rule 16.2(c)(2). If further disclosures or expert reports are needed that would extend this time frame or other good cause exists, the parties shall contact the Family Court Facilitator and/or file a motion including reasons for request. Absent order of the Court, the Court will not set a trial/hearing for the remaining issues until a Certificate of Mediation/ADR Compliance (JDF 1337) has been filed.

The Court may consider any failure to comply with this order in determining the issues of the allocation of parental responsibilities, parenting and parenting time.

It is so ORDERED.

Dated: 3/29/2024

**PARENTING CLASSES**  
**5<sup>th</sup> Judicial District**  
**Pre-Registration Required**

**Bright Futures Foundation**  
Avon, CO  
(970) 763-7209  
Virtual classes (via Zoom)  
[www.mybrightfuture.org](http://www.mybrightfuture.org)

**Online Parenting Programs**  
[5jdco.onlineparentingprograms.com](http://5jdco.onlineparentingprograms.com)

**F.A.C.T**  
**Families Adjusting to Change**  
**and Transition**  
FactColorado.com  
(720)204-8804

**New Beginnings: Co-Parenting**  
**After Divorce (and separation)**  
**(online and in person)**  
Castle Rock, CO  
(303) 706-9424  
[www.newbeginningscoparenting.com](http://www.newbeginningscoparenting.com)

**High Conflict/Level II Programs**

**Online Parenting Programs**  
[5jdco.onlineparentingprograms.com](http://5jdco.onlineparentingprograms.com)

**New Beginnings: Co-Parenting**  
**After Divorce (and separation)**  
**(online and in person)**  
Castle Rock, CO  
(303) 706-9424  
[www.newbeginningscoparenting.com](http://www.newbeginningscoparenting.com)

**Spanish Classes**  
**Bright Futures Foundation**  
Avon, CO  
(970) 763-7209  
Virtual classes (via Zoom)  
[www.mybrightfuture.org](http://www.mybrightfuture.org)  
[www.factcolorado.com](http://www.factcolorado.com)  
[5jdco.onlineparentingprograms.com](http://5jdco.onlineparentingprograms.com)  
[www.newbeginningscoparenting.com](http://www.newbeginningscoparenting.com)

**CERTIFICATE OF MAILING**

\_\_\_\_\_ Hand delivered to: \_\_\_\_\_

\_\_\_\_\_ Delivered via attorney e-filing:  
\_\_\_\_\_

\_\_\_\_\_ E-filed to: \_\_\_\_\_

Dated: **3/29/2024** By: \_\_\_\_\_