

Summary of How to Complete Domestic Relations Cases Forms

Financial Forms Needed:

• Sworn Financial Statement -JDF 1111



Each person fills out their own form as best as possible based on your finances right now.



(Do not base the information on last year's taxes or what might happen in the future).

Include assets and debts that are only yours as well as those that are combined. (example: a vehicle titled in both names).



Do **not** include assets or debts that are only in the other person's name.



Fill in all sections relating to you and fill in all the total boxes (if the category does not relate to you, fill in a zero in the total box).



Please do **not** use the term NA (not applicable) in any box. Leave it blank or if a total box, use a zero.



Signature page (last page): Sign and date the **verification**;

Fill in all the **Certificate of Service**; this tells the court you are giving a copy to the other person.

- Make sure you put the date you will be sending the form to the other person.
- Check a box on how you will get it to the other person (if emailing, write in email and that you have permission.)
- Put the other person's name and the address you are sending it to in the **To:** space
- Sign and date the Certificate of Service.



Note: the court will **reject** a form if the Certificate of Service is blank.

• Certificate of Compliance -JDF 1104



Each person fills out their own form.

The last page is signed the same as the Sworn Financial Statement which includes the Certificate of Service.



This form tells the court what financial documents you copied and gave to the other person when an account (bank, mortgage, IRS, etc.) is only yours. If an account is listed in your sworn financial statement, you **MUST** give the other party documents of that account and check the box to show you have. Not all the documents listed in this form will apply to you.



You only file JDF 1104 and 1111 with the Court

*YOUR PERSONAL FINANCIAL DOCUMENTS ARE **NOT** FILED WITH THE COURT*

Only you fill out and sign these forms. You will sign **twice** on these forms: the verification and the certificate of service.



Make 2 copies of the completed forms and file the original with the court, one you keep for your records (you will need it later) and one is given to the other person in the case (as you stated in the Certificate of Service.)

• Supporting Schedule of Assets -JDF 1111ss (may not need)

Each person fills out their own if needed.

This form is attached to your Sworn Financial Statement **ONLY** if you have put an amount in H, I, J or K in the Sworn Financial Statement. If you have put a zero in H, I, J, and K, this sheet is not needed nor filed.

Needed Agreement Forms (in addition to the financial forms)

- Dissolution (Divorce) without Children – JDF 1115 and 1201
- Dissolution (Divorce) with Children – JDF 1115, JDF 1113, JDF 1117 and a Child Support Worksheet
- Allocation for Parental Responsibility (APR) – JDF 1113, 1117 and a Child Support Worksheet

Separation Agreement/Property and Financial Agreement – JDF 1115



Once both people agree on everything, this form is filled out together.



- Do not fill out separate forms unless instructed by the judge or family court facilitator.
- Do not skip any questions.

Include **all** information from BOTH your sworn financial statements.



If assets or debts are under separate names and/or were never under both names (example: autos, bank accounts, debts, etc.), they still **MUST** be listed. No question changes this.

Both of you sign the same document and the Certificate of Service is **NOT** filled out.

Affidavit for Decree Without Appearance of Parties – JDF 1201



Once both people agree on everything, this form is filled out together.



This form tells the court you agree on everything and do not need a hearing.

Both of you sign the same document and the Certificate of Service is **NOT** filled out.



This form can be confusing. Here are some tips to help.

- Check all the boxes for both Petitioner and Co-Petitioner/Respondent.

Needed Agreement Forms (in addition to the financial forms)

- Dissolution (Divorce) without Children – JDF 1115 and 1201
- Dissolution (Divorce) with Children – JDF 1115, JDF 1113, JDF 1117 and a Child Support Worksheet
- Allocation for Parental Responsibility (APR) – JDF 1113, 1117 and a Child Support Worksheet

Parenting Plan – JDF 1113



Once both people agree on everything, this form is filled out together.

- Do not fill out separate forms unless instructed by the judge or family court facilitator.
- Answer every question in as much detail as possible. (example: filling out a high school science lab report).
- Provide times, location, holidays, etc. with details that will be clear to other people reading this agreement. **Do not assume** your understandings are the same as others who will read this.

Both of you sign the same document and the Certificate of Service is **NOT** completed.

Child Support Worksheet



Every case with children must run a Child Support Worksheet.

You will need the following information to complete this:

- Both parents' names
- Names/birthdates of children under 19 years of age or who are not emancipated
- Case number
- County of filing
- Work related childcare
- Amount paid monthly for only the children's health insurance and which parent pays this premium.
- Gross monthly income for each parent per your sworn financial statements
- Number of overnights child spends with each parent every year per your parenting plan.

Link for this calculation through the Family Law Software

https://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=94

Support Order – JDF 1117



This form will be signed by the judge at your final orders hearing.

ONLY fill out the top box and all personal information on the first page.



If you have an agreement that is the same as or more than the amount in the Child Support Worksheet, you may complete the entire form.