



## Guide to Grandparent Family Time

### 1. Basic Information

- A grandparent or great-grandparent can request family time when:
  - There is an existing family court case; or
  - The child is being placed outside the family by the court; or
  - The child's parent has died.
- This request can be made into an existing case:
  - Domestic: All divorce, separation, custody, or annulments.
  - Juvenile: All Parentage, or when parental responsibility is decided.
  - Juvenile Neglect: When the court orders out of home placement.
  - Guardianship: When the parent has died.
  - Estate: When the parent has died (starts a new juvenile case).
- A request *can't* be made if the rights of the parent have been terminated or the child has been adopted.
- You can't make this request more than once every two years without special permission from the court.
- The law that directs this process is C.R.S. § 14-10-124.4 and C.R.C.P. 24.

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## 2. Step-by-Step Guide

Terms defined in [Section 3](#).

If starting a new case, skip to [Step 5](#).

### Step 1: Ask to Intervene

Grandparents

1) Complete the starting paperwork:

[JDF 1131](#) – Motion to Intervene.

[JDF 1132](#) – Order to Intervene. (Just do the **case caption**.)

2) File into the existing case and **serve** the other **parties**.

**Web Tool:** [Efiling](#)

**Web Tool:** [Court Finder](#)

3) Pay the filing fee. See the [Fees Section](#) for details.

### Step 2: Response to Intervention

Petitioner/Respondent

If you don't agree that the Grandparents should be added to the case:

1) File and **serve** a written response within 21 days:

[JDF 1315](#) – Response.

### Step 3: Intervention Decision

Court

The court will rule on the request to intervene.

If approved continue to Step 4.

### Step 4: Change Location *(as needed)*

Intervenor

If the kids no longer live in the county where the case is filed:

1) File and **serve** this paperwork:

[JDF 1323](#) – Motion for a Change of Venue.

[JDF 1324](#) – Order. (Just do the **case caption**.)

## Step 5: Request Family Time

Intervenor

- 1) Complete the starting paperwork:
  - [JDF 1133](#) – Request for Grandparent Family Time.
  - [JDF 1134](#) – Order. (Just do the **case caption**.)
- 2) File and **serve** the other **parties**.  
**Web Tool:** [Efiling](#)                      **Web Tool:** [Court Finder](#)
- 3) If you haven't already, pay the filing fee.  
See the [Fees Section](#) for details.

## Step 6: Response to Request

Other Parties

If you don't agree with the request for Parenting Time:

- 1) File and **serve** a written response within 21 days:
    - [JDF 1315](#) – Response.
- Note:** Write in any request for a hearing if wanted.

## Step 7: Family Time Decision

Court

- 1) Attend any hearings.
- 2) You will receive a written decision on the request.

## Step 8: Enforcement (*as needed*)

Any

If the request is granted, but a party isn't complying with the order, see the Parenting Time Disputes section of the Court's Website for options.

### 3. Common Terms

Case Caption	The boxes at the top of the form. It contains the court's address, parties' names, the filer's contact information, and the case number.
Domestic Cases	Include the following types of family matters: custody, divorce, separation, and annulment.
Efiling	A process of filing and serving court document through Colorado Courts Efiling system. Only available in Domestic Cases.
Intervenors	The people stepping into an existing case with a claim; the grandparents.
Party/Parties	A collective term for all the Petitioners, Respondents, and Intervenors in a case.
Petitioners	The people filing the document that starts a new court case.
Process Server	Someone (not you) who delivers court paperwork. This formal service of process lets a person know they are officially part of the case and the next steps they need to take.
Respondents	The people responding to the Petition.
Return Date	Listed in the Summons. The date the Respondent must file a written answer.
Serve/Service	Regular service means sending a copy of everything you file into a case to the other parties. This is often done through Efiling or by regular mail.

## 4. Fees

Filing Fee *	\$234
Certified Copy	\$20

\* To Request a [Fee Waiver](#):

- [JDF 205](#) – Motion to Waive Fees.
- [JDF 206](#) – Order. (Just do the **case caption**.)

**Note:** Fee waivers must be submitted in-person or by mail (not by **efiling**).

## 5. All Forms

Forms available online at [www.courts.state.co.us/Forms/family](http://www.courts.state.co.us/Forms/family)

[JDF 1131](#) – Motion to Intervene.

[JDF 1132](#) – Order to Intervene.

[JDF 1133](#) – Request for Grandparent Family Time.

[JDF 1134](#) – Order re Grandparent Family Time.

[JDF 1315](#) – General Response.

[JDF 1323](#) – Motion for Change of Venue.

[JDF 1324](#) – Order re Change of Venue.

## 6. ADA Information

For reasonable accommodations under the Americans with Disabilities act contact the court's ADA coordinator:

[www.courts.state.co.us/Administration/HR/ADA/Coordinator\\_List.cfm](http://www.courts.state.co.us/Administration/HR/ADA/Coordinator_List.cfm)

## 7. Legal Advisory

These are basic instructions for informational purposes only. They do not constitute legal advice. If you choose to represent yourself, you are bound by the same rules and process as a lawyer. If you do not understand this information, please contact a lawyer.