

# Guide to Filing for Allocation of Parental Rights (Custody)

Decide How to File.....? "Jointly" or "On Your Own"

## Filing – "On Your Own" – Complete

- JDF 1000 – Domestic Case Information
- JDF 1413 – Petition for Allocation of Parental Responsibilities
- JDF 1414 - Summons

## Filing "Jointly" – Complete

- JDF 1000 – Domestic Case Information
- JDF 1413 – Petition for Allocation of Parental Responsibilities

The Child must have resided in Colorado for at least six months prior to the filing date or since birth if under six months of age.

- File in the County where the Child is located.
- Pay Filing Fees

- Review Documents received by the Courts, (Notice and Case Management Order)
- Mark Your Initial Status Conference date on your Calendar

### COMPLETE SERVICE – If Filing "On Your Own:"

- A disinterested person who is 18 years or older must serve copies of all documents to the other party.
- Provide Proof of Service (Notarized Return of Service) to the Court.

**Attend your Initial Status Conference – This is mandatory for both parties.**

\*\* Financial Disclosures are due to the Court and to the other party within 42 days from filing, if joint  
Or 42 days from the date the Service/Waiver of Service signed or served.

**COMPLETE FORMS.** The Court may also require other documents to be provided, please see the Notice and read the Case Management Order (CMO) given to you at the time of filing for details

- Sworn Financial Statement (JDF 1111 (s)) (Both parties must complete their own).
- Certificate of Compliance (JDF 1104) (Both parties must complete their own).
- Child Support Worksheet (*Using the Family Law Software Program*)
- Parenting Plan (JDF 1113) (*Signed by both parties*)
- Certificate of Completion of Parenting Class (*see Case Management Order for approved courses*)
- Support Order (JDF 1117)
- Order for Allocation of Parental Responsibilities (JDF 1422)

If you and the other party agree on all all Issues and all paperwork is turned into the Court.

- Attend the Final Hearing, the Judge will sign the Order

If you and the other party do not agree on all issues.

- You may be required to attend Mediation.
- A Contested Hearing will be set.
- An Order may be entered at the conclusion of your hearing once all issues have been resolved.