|  |  |  |
| --- | --- | --- |
| **JDF 1123** | Notice of Hearing Being Scheduled  (Notice to Set – General Use) | |
| 1. Court:  District  Probate  Juvenile Colorado County:  Mailing Address: | | *This box is for court use only.* |
| 2. Parties to the Case: Petitioner:  &  Respondent:  *(or Co-petitioner)* | |
| 3. Filed by: Name:  Mailing Address:  City:  St:  Zip:  Phone:  Email: | | 4. Case Details: Number:  Division:  Courtroom: |

# 5. Note to Parties

1. Each courtroom has its own process for how to schedule a hearing *(called a setting)*.

2) Check your courtroom’s webpage or with its staff before filing this form.

# 6. Date & Time

The Parties will schedule a hearing with the Court by phone on:

Date:

Time:

# 7. Scheduling Process

Who will start the call? *(enter role)*

*For example, “The Petitioner”, “All Parties”, or “The Court’s Clerk.”*

Phone number(s) to call:

Other Information: *(if any)*

# 8. Hearing to be Scheduled

What type of hearing are you scheduling?

*For example, “Final Orders” or “On the Motion to Modify.”*

How long do you expect the hearing to take? *(estimated length)*

# 9. I Understand

1) Each courtroom has its own scheduling process.

2) The Court may cancel *(vacate)* this setting if I don’t follow its process.

**10. Certificate of Service**

I certify that on *(enter date)* , I gave a copy of this document to the other parties by: *(select at least one)*

Colorado Courts E-Filing. [*www.jbits.courts.state.co.us/efiling*](http://www.jbits.courts.state.co.us/efiling)

Email or Fax to: .

Regular Mail, addressed to: *(name, full address)*  Hand Delivery, to: *(name, place)*

1) .

2) .

3) .

**11. Sign & Date**

Print Your Name:

Signature:  Date: