

# Office of Dispute Resolution

## Instructions to Request to Reduce Mediation Fees

Fees owed in relation to dispute resolution services are an obligation to another person or entity and so cannot be waived; however if the party is found to be indigent **and** there are funds available, fees may be reduced.

This program is available to indigent persons NOT represented by an attorney OR indigent persons represented by attorneys of, or obtained through, a legal service provider.

**1. Fill Out [Form JDF211](#):**

The applicant must fill out the form completely. **Incomplete forms are not processed.** This form can be obtained online at the above link or online at [www.coloradoODR.org](http://www.coloradoODR.org). If time allows, you can obtain the form by calling 720-625-5940.

**2. Required Documentation:**

The applicant must attach recent verification of **all household income**. This includes income from all persons living in the home whether part of the case or not. Income verification includes the last six weeks of pay stubs or W-2's, earnings from spouse or other household members, parents' income, unemployment benefits, social security, retirement funds, maintenance/alimony income, or any other money that comes into the home. If the applicant is not working and is receiving public assistance or food stamps, the applicant must send recent verification. Please make sure there is a working phone number on the document, ODR will contact the parties should additional information be needed to qualify parties. **If we can't contact you, your request will not be processed and you will be denied.**

**3. Include the Following:**

Include case number and county of filing on the form. If the mediation is already scheduled, please include the date of the mediation and the mediator's name so that the determination is sent to the appropriate person.

**4. Submit Application and Documentation**

Fax to: ODR at 720-625-5987 or Email to: [odrmediations@judicial.state.co.us](mailto:odrmediations@judicial.state.co.us)

Or Mail to: Office of Dispute Resolution  
Attention: Financial  
1300 Broadway, Suite 1200  
Denver, CO 80203

**5. Follow up**

Allow five (5) business days for the application to be processed. If the applicant does not hear from this office within those five (5) business days with either a determination or request for additional information, **it is up to the party to contact our office** at 720-625-5940.

**6. Other Important Information**

Even if you are waiting for a response on your application, deposits must be received by the mediator no later than ten (10) days prior to the scheduled mediation to keep the scheduled mediation date. **Incomplete applications cannot be processed and are automatically denied.** If you have already qualified as indigent through this office, the court or another organization within the last 6 months, you may not need to submit [Form JDF211](#).

**Basis of Determination**

ODR has very limited grant money to provide reduced fee services, therefore ODR reserves the right to deny requests as needed. Determination of indigency is based on the household's gross monthly income, number of persons in the household, liquid assets, and what is considered poverty level as determined by the Health and Human Services Department.

**All determinations by ODR are final.**