

## CFI Eligibility Affidavit Tips

Before beginning the Affidavit of Mandatory Consent and Disclosure for Eligibility of Appointment as a CFI, please

- Print and review these tips; and
- Review CJD 04-05, CJD 04-08, and §14-10-116.5, C.R.S., at <https://www.courts.state.co.us/Administration/Section.cfm?Section=jp3domprog>.

Only 45 people will be selected to attend the 2017 mandatory CFI training, November 6-10 in Denver. We will email invitations for attendance of the training no later than October 15, 2017 and will use a waiting list. In the past several years, we have been able to accommodate all individuals who successfully completed the CFI eligibility process. Attendance of the entire training is required for placement on the Statewide CFI Eligibility Roster. After the 2017 training, the next training is likely to be in 2019.

### **Technological Tips for your Affidavit**

- ***Attaching Documents:*** When uploading documents, permitted file types are .pdf, .doc, .docx, .png, .jpeg, .gif and .txt. The size limit is 1MB.
- ***If you must abandon the affidavit before completing it,*** use the “Save” function. Doing so will only save all completed/submitted screens, not the screen shown when you “Save.” You will have to re-enter data shown on the screen from which you use “Save.”
- ***Limit your entry of text*** to 50 characters, including spaces and punctuation, in all boxes except for the “work experience” box to avoid error messages caused by too much text. If additional explanation or documentation is needed, attach the relevant documents where permitted.

### **Background Check Form**

Following the submission of your affidavit, you will receive a link to an online background check form. If no aliases exist, please enter “none.” Use the following format for entering your SSN: xxx-xx-xxxx.

### **Summary of Information and Documentation Needed to Complete the Affidavit**

- Felony/misdemeanor convictions/pending cases, including pleas/pending deferred judgments and sentences;
- Traffic/petty offense convictions/pending cases involving drugs or alcohol, including pleas/pending deferred judgments and sentences;
- Past/present domestic relations proceedings involving denial or supervision of the CFI applicant’s parenting time, visitation or custody;
- Past/present dependency, neglect, child abuse, or other cases involving the CFI applicant;
- Three unrelated references with knowledge of the applicant’s qualifications to serve as a CFI, including name, email, address and phone number;
- License type, number, issuing state, and expiration date, and documentation of good standing for all of the CFI applicant’s professional licenses;
- Work or volunteer experience relevant to service as a CFI;
- For disciplinary action, formal complaint, grievance or malpractice suit against the CFI applicant as an attorney, mental health professional or CFI over the past 10 years, the case name and number, the charge or allegation, the outcome and relevant documentation;
- For any civil protection or restraining order against the CFI applicant in the last 10 years, the case or action number and name, the allegations, the outcome and relevant documentation;
- The CFI applicant’s relevant educational background, including school name, city, state, type of degree, date of degree, and any other training or education within the past three years relevant to CFI work, including the training or course name, date completed, location, and provider;

- Verification of attendance for 15 hours of relevant training completed during the past three years, consistent with Chief Justice Directive 04-08, Comment to Standard 6;
- Desired judicial districts for CFI appointment (see [www.courts.state.co.us](http://www.courts.state.co.us) for a map of districts);
- Proof of professional good standing. Attorney and Mental Health Professional CFI Applicants may go to the attorney registration or DORA website and make a screen print showing Colorado attorney licensure or DORA licensure, certification or registration, good standing, and any disciplinary history or lack thereof. After accessing the appropriate regulatory agency showing license information, active status and disciplinary history (or lack thereof), click “CTRL” and “Print Screen” and “paste” into a blank document. Save the file. After you begin the affidavit, upload the file as an attachment when prompted. Use the above approach for proof of relevant training.