

2020 CFI Renewal Affidavit Tips

- Before beginning the Renewal Affidavit, please 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>.

Technological Tips for your Affidavit

- **Save as You Go.** If you are not able to complete your affidavit in one session, please 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.”
- **Attaching Documents:** When uploading documents, permitted file types are .pdf, .doc, .docx, .png, .jpeg, .gif and .txt. The size limit is 1MB
- **Data Entry.** 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 an email confirming your submission, WHICH CONTAINS A LINK to an online background check form. Complete this form. If no aliases exist, please enter “none.” Use the following format for entering your SSN: xxx-xx-xxxx. **CFI Renewal Applicants will NOT undergo fingerprint-based background checks. Renewal Applicants will receive an email, following submission of their renewal affidavit, with a link to the ONLINE authorization for background check.** Failure to complete the background check will result in denial of the renewal affidavit.

Summary of Information and Documentation Needed to Complete the Renewal Affidavit

In the past three years:

- For disciplinary action, formal complaint, grievance or malpractice suit against the CFI as an attorney, mental health professional or CFI: the case name and number, the charge or allegation, the outcome and relevant documentation
- For civil protection or restraining order against the CFI: the case or action number and name, the allegations, the outcome and relevant documentation

No time limitation:

- 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’s parenting time, visitation or custody
- Past/present dependency, neglect, child abuse, or other cases involving the CFI

Other information:

- License type, number, issuing state, expiration date, and documentation of good standing for all professional licenses;
- Desired judicial districts for CFI appointment (see www.courts.state.co.us for a map of districts) – note that the 2nd and 18th judicial districts maintain their own roster; the 14th judicial district may require a separate interview.
- Proof of professional good standing. Attorney and Mental Health Professional CFI Applicants may go to the Office of Attorney Regulation Counsel website (<http://coloradosupremecourt.com/Search/AttSearch.asp>) and make a .pdf or take a screen shot showing Colorado attorney licensure or visit the DORA website (<https://apps.colorado.gov/dora/licensing/Lookup/LicenseLookup.aspx>) to make a .pdf or screen shot showing DORA licensure, certification or registration, good standing, and any disciplinary history or lack thereof. After accessing the appropriate regulatory agency website showing license information, active status and disciplinary history (or lack thereof), one way to create a .pdf is to print and select “Print to PDF”. One way to take a screen shot is to click “CTRL” and “Print Screen” and “paste” into a blank document. Save the file. Upload your saved document as an attachment when prompted. Use the above approach for proof of relevant training.