

TO: Denver Juvenile Court Judges and Magistrates, Clerk of Court, State Court Administrator’s Office, Denver City Attorney, Denver Department of Human Services, Office of the Child’s Representative, Respondent Parent Counsel, GAL Contract Attorneys, and Child Advocates (Denver CASA)



FROM: D. Brett Woods, Presiding Judge

RE: District Plan for Handling Dependency & Neglect Cases

DATE: May 2014

**DENVER JUVENILE COURT
D&N DISTRICT PLAN
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I. INTRODUCTION

This document sets out the district plan (the “Plan”) for handling dependency or neglect (“D&N”) cases in Denver Juvenile Court (the “Court”). The Plan incorporates the requirements of Colorado Statutes, Chief Justice Directives 98-02 and 96-08, as well as selected policies and procedures from the NCJFCJ’s “Resource Guidelines.” This Plan also encompasses by reference any specific Denver Juvenile Court policies/procedures that apply to a specific section. Denver Juvenile Court also has unique dockets to address some of the special needs of families.

[see FIDC Description/Criteria]

[see FIT-C Description/Criteria]

The Plan was updated as a project of Denver’s Best Practice Court Team. The Plan is designed to facilitate the achievement of a permanent home within twelve months for every child (regardless of age) through the front-loading of services, the early development of treatment plans, the early provision of services, and meaningful progress reviews.

There are certain keys to expediting permanency in all D&N cases, including:

- "Front-loading" of services for families through early assessment and early development of meaningful treatment plans;

Making sure that every court hearing is a meaningful event with defined objectives and/or specific actions to be taken, including ensuring that the professionals are having regular contact with the child;

Affording the parties, whenever possible, the chance to collaborate and to resolve issues consensually in a non-adversarial, problem-solving environment;

Focusing on permanency from the very beginning and at every stage of the case; and,

Avoiding continuances whenever possible.

A continuance will not be routinely granted and will only be granted when sufficient basis as delineated by statute is provided.

The following sections outline the process for handling D&N cases in Denver Juvenile Court.

[see generally, D/N Memos]

II. TEMPORARY CUSTODY/ADVISEMENT HEARING

A. Purpose

In cases where a child has been removed, the purpose of this hearing is to determine the temporary legal and physical custody of the child, and to determine the temporary placement of the child. In every case, regardless of whether a removal has happened, the purpose is also to ensure that all respondents that can be identified are identified. In cases where one or more respondents appear, the Court must ensure that they understand fully the D&N process (including potential consequences), and appoint counsel for any indigent respondents that request counsel. The Court must appoint a GAL for the child, and for any respondent that may require a GAL. Finally, the Court must undertake an early case assessment and order services “up front,” whenever possible.

[see generally, Court Expectations Memo]

B. Process

1. Timing

- a. In cases that are initiated by the removal of a child, the Temporary Custody/Advisement Hearing shall be held within **seventy-two hours** of the removal (exclusive of weekends and holidays), unless an earlier hearing is mandated by statute.
- b. In cases initiated by the filing of a D&N petition (the “Petition”), the Temporary Custody/Advisement Hearing will be held as soon as possible after the Petition is filed, ideally within **THREE days**. The Denver City Attorney's Office will serve the respondents with the summons and petition as provided by the applicable rules of civil procedure.

2. **Critical Tasks** The following tasks will be completed at the Temporary Custody/Advisement hearing:

[see D/N Hearing Memo]

[see Case Summary Sheet(s)]

- a. File and serve the D&N Petition.
- b. Ensure an interpreter is available, if needed for Respondents.
[see Memo regarding Interpreters]
- c. Advise respondents as to their rights, potential consequences of the D&N Petition, and permanency options. In Denver this is done by showing the Parental Advisement Video, as well as by the judicial officer conducting the first hearing.

[see D/N Parent Video Advisement Memo]

[see D/N Advisement Form]

- d. Formally appoint counsel for respondents, if eligible.
- e. Appoint a guardian ad litem (“GAL”) for the child, and for any respondent that may require a GAL.
- f. Denver Juvenile Court utilizes the “Courts Catalyzing Benchcard” during the first hearing on all cases.

[see generally, CCC Benchcard Information]

- g. Make a referral to Child Advocates, if such a referral is determined by the Court to be appropriate. Once Child Advocates is notified and receives the information, a CASA volunteer will be appointed.
[see CASA Description]
- h. The Court will accept admissions to the D&N Petition from any respondent desiring to make an admission, provided that the respondent is fully advised of his or her rights, and further provided that the Court is satisfied that the any admission is made according to law and is in the child’s best interest.

[see DA Waiver of Notice letter]

- i. If a removal has occurred, the Court will hold a hearing and decide whether to continue the removal, and will make all the findings that are required by law in making its decision.
- j. The Court will enter protective orders on the standard “Road Map Form” Order as needed, including orders regarding temporary custody, visitation, evaluations, release of family information, and for “front loading” of services.

[see Road Map/Protective Orders Form]

- k. The Court will inquire as to the whereabouts of any non-appearing respondents and the efforts to locate and notify them.
- l. The Court will order respondents to provide information on relatives and other caregivers by filling out a Relatives Affidavit, and returning the form to DDHS.

[see Relative Affidavit 2014 Forms]

- m. The Court will inquire as to applicability of the Indian Child Welfare Act (“ICWA”). If ICWA does apply, then the court will make the finding on the record.

[see ICWA Assessment Form]

- n. The Court will set dates for the status hearing or pretrial, as well as the adjudicatory hearing without setting dates beyond the statutory and other designated timeframes, unless with court makes good cause findings.
- o. The Court will order mediation when necessary or upon requests to resolve issues that may otherwise require a contested hearing. A mediation may be ordered at any stage of a case: first hearing (detention hearing); pre-trial, adjudication,

disposition, or status conference (prior to a termination hearing), or at any point to help move the case along.

[see Mediation Policy& Guidelines]

- p. In the event that a respondent who does not appear at the Temporary Custody/Advisement Hearing, a continued Advisement Hearing will be set within **THIRTY days** for the purpose of advisement. Notice of the hearing and of the D&N Petition will be served on any non-appearing respondent by the Denver City Attorney's Office. A verified motion will be required if DDHS wishes to serve any respondent by publication.

III. MEDIATION, PRE-TRIAL AND ADJUDICATORY HEARING

A. Purpose

The purpose of an adjudicatory hearing is to determine whether the evidence sustains the allegations in the D&N Petition. If the D&N Petition is sustained, the child will be adjudicated dependent or neglected. If the Petition is not sustained, the D&N Petition will be dismissed. If a respondent does not contest the allegations in the D&N Petition, an admission will be accepted and the child will be adjudicated dependent or neglected. Whenever possible, the adjudicatory hearing and dispositional hearing will be held on the same day. Denver Juvenile Court may also screen cases for either the FIDC or FIT-C specialty dockets once adjudication is achieved.

[see FIDC Description/Criteria]

[see FIT-C Description/Criteria]

Prior to an adjudicatory hearing, the parties, in appropriate cases, will have the opportunity to participate in mediation, and/or have a pre-trial conference. The purpose of mediation or a pre-trial conference is to resolve issues without the need for an adjudicatory hearing.

[See generally, Mediation Policy & Guidelines]

B. Process

1. Timing

- a. The adjudicatory hearing will be held as soon as practicable, but no longer than **SIXTY days** from service of the D&N Petition in an EPP case and **NINETY days** in a non-EPP case, unless the court finds that the best interest of the child will be served by granting a delay, as allowed by §19-3-505 (3).
- b. Prior to the adjudicatory hearing, the case may be set for a pre-trial conference and/or for mediation. Whether to set the matter for mediation or pre-trial conference will be determined at the Temporary Custody/Advisement Hearing.
[see Incarcerated Client Memo]

2. Critical Tasks

- a. If the matter is set for mediation, the Court will:
 1. Be available to accept admissions to the D&N Petition if the parties reach an agreement and a respondent desires to enter an admission on that day
 2. Be available to hear and resolve any issues that come up because of the mediation and that require a Court decision.
- b. If the matter is set for a pre-trial conference, the Court will:
 1. Hear and resolve any pre-trial issues prior to the adjudicatory hearing.

2. Accept an admission to the D&N Petition, if an agreement is reached to tender an admission to the Court. The Court will then either proceed to an immediate dispositional hearing, or set the matter for dispositional hearing.
 3. Dismiss the D&N Petition if a determination is made not to proceed with the case.
- c. If the case proceeds to trial, the Court (judge or jury) will determine if the evidence is sufficient to sustain the Petition. The following will happen:
1. If the Petition is sustained, the Court will proceed to an immediate dispositional hearing or will set the matter for a separate disposition hearing within **THIRTY days** for an EPP case, or within **FORTY-FIVE days** for a non-EPP case.
 2. If the Petition is not sustained as to a respondent, the Court will dismiss that respondent.

IV. DISPOSITIONAL HEARING

A. Purpose

To hear evidence on the question of the proper disposition best serving the interests of the child and the public, and upon hearing such evidence to enter a decree of disposition. If the proposed disposition is a termination of parental rights, a termination of parental rights hearing will be set.

In cases where the decree does not terminate the parent's rights, a treatment plan will be prepared by the caseworker. This plan will be developed with the family members, will include a social history, and will be filed with the Court and provided to the respondents, counsel, GAL's, and the Court at least **FIVE days** prior to the dispositional hearing. The Court shall approve a treatment plan at the dispositional hearing or modify it as appropriate.

If the Court determines that no appropriate treatment plan is possible, the Court shall conduct a permanency hearing.

B. Process

1. Timing

- a. The dispositional hearing will be held within **THIRTY days** for EPP cases, or **FORTY-FIVE days** for non-EPP cases, from the date of the adjudicatory hearing, unless the court finds that the best interest of the child will be served by granting a delay, as allowed by §19-3-508.

2. Critical Tasks

- a. The Court will set a termination of parental rights hearing in cases where the proposed disposition is a termination of parental rights. The termination of parental rights hearing shall be set within **120 days** and at least **30 days** after filing of the motion.
- b. In cases where a treatment plan is requested, the Court will hear evidence and will make findings as to what the treatment plan will include. The Court will then:
 1. Adopt and order the treatment plan.
 2. Advise the respondents as to the potential consequences of non-compliance with the Court's order, including the possibility of termination of parental rights.
 3. Inquire about the Relative Affidavit.
 4. Inquire about ICWA status.
 5. If a motion for no reasonable treatment plan has been filed, the Court will hold a hearing and determine whether, by clear and convincing evidence,

no appropriate treatment plan can be devised. If the Court finds no appropriate treatment plan can be ordered, it shall immediately conduct a permanency hearing, or shall set a permanency hearing that will be held as soon as practicable.

V. COURT REVIEWS

A. Purpose

To review the treatment plan and the compliance with and success of the treatment plan

In cases where the child is in an out-of-home placement, the Court will consider the reasonable efforts on the part of DDHS to prevent the out-of-home placement, to reunify the family and to place the child in a timely manner, and will make appropriate findings of either reasonable efforts or no reasonable efforts. A report will be filed with the Court and provided to the respondents, counsel, and GAL's at least **FIVE days** prior to the review hearing.

[see generally, Stipulation Process and Order]

B. Process

1. Timing

- a. Review hearings will be scheduled and held at the request of the parties. A review hearing shall be held at least once every **SIX months**. If the child is in out of home placement, a review hearing may also be held as a permanency planning hearing.

2. Critical Tasks

- a. Some or all of the following actions will be taken at every review hearing.
 1. If removal has occurred or placement is continued, the Court will make appropriate findings regarding placement, reasonable efforts, etc. and sign the Out of Home Placement Orders;
 2. If removal has occurred or placement is continued, whether reasonable efforts have been made to place a child in a timely manner in accordance with the permanent plan;
 3. Determine the continued appropriateness of the permanency goal; (provided all parties are present and notice is NOT an issue)
 4. Determine whether the treatment plan or proposed services need to be modified in light of additional information or changed circumstances;
 5. Review progress on treatment plan goals;
 6. Review visitation and interaction with child.
 7. If the child has been in placement for **FIFTEEN OF THE LAST TWENTY-TWO** months, the Court will consider ordering a show cause as to why a motion for termination of parental rights has not been filed.
 8. Set the next review date, or a Permanency Planning Hearing, if applicable.

VI. PERMANENCY PLANNING HEARING

A. Purpose

To adopt a permanent plan for a child in out-of-home placement.

B. Process

1. **Timing** A permanency planning hearing will be held as required by law.
 - a. Within **TWELVE months** of removal in a non-Expedited Permanency Planning case.
 - b. In an Expedited Permanency Planning (EPP) case, the permanency planning hearing will be held within **THREE months** of the dispositional hearing and at least **annually** thereafter.
 - c. Adoption of one of the following Permanency Goals:
 - Remain Home
 - Return Home
 - Adoption - Relative
 - Adoption - Non-relative
 - Allocation of Parental Responsibilities (on Trails it says Permanent Custody with Relative)
 - Other Planned Permanent Living Arrangement
2. **Critical Tasks**
 - a. If out-of-home placement is continued, the Court will make appropriate findings regarding placement, reasonable efforts, etc. The Court will consider whether DDHS is making reasonable efforts to secure a permanent placement and will make appropriate findings. If a child is over the age of **TWELVE** the court will consult with the child in regards to his or her permanent plan.

[see generally, Youth in Court Memo/Foster Parent Letter]
 - b. The Court will set the next hearing or written review date.

VII. BENCHMARK HEARINGS

A. Purpose

Denver Juvenile Court has a vested interest in assuring the youth who are transitioning out of the Child Welfare system are prepared for the transition before a case is closed. A Benchmark Hearing is one way to support youth transitioning out of the child welfare system.

B. Process

At the request of the Judicial Officer, GAL, City Attorney or the youth the court will schedule a Benchmark Hearing. The court will attempt to set at the end of the day to give time for the hearing and a small celebration after the hearing. The court clerk will alert the Benchmark Hearing Coordinator that a hearing has been set.

[see generally Benchmark Hearing Process]

1. Timing

- a. When a youth has reached the age of 16 or 17 or is about a year from transitioning out of the child welfare system.

2. Critical Tasks

- a. Review the emancipation checklist and review updates with the youth, caseworker, GAL and other professionals or invited guests to ensure the youth has the resources to leave the system.
- b. Provide a written order at the conclusion of the hearing that lists any tasks still needed to assist the youth with the transition
- c. Set review hearing or paper reviews as deemed necessary.

[See Benchmark Hearing Order]

VIII. TERMINATION OF THE PARENT-CHILD LEGAL RELATIONSHIP

A. Purpose

To obtain judicial findings as to whether there are statutory grounds to sever the parent/child legal relationship and whether termination of the parent/child legal relationship is in the best interests of the child.

B. Process

1. Timing

- a. The motion to terminate parental rights may be filed at any time following the dispositional hearing.
- b. The termination motion shall be filed at least **THIRTY days** prior to the scheduled hearing.
- c. Termination hearings will be set within **120 days** of the filing of a termination motion unless good cause exists to set beyond this timeframe.
- d. The motion for appointment of an expert witness shall be filed within **TEN** days after the motion to terminate parental rights is filed. If a Parent Child Interactional is also requested, then the motion must include the GAL's position.
- e. Expert reports must be distributed to all parties within the required time frame.

2. Critical Tasks

- a. The Court will determine whether the statutory criteria for terminating the parent/child legal relationship have been met.
- b. If the court grants the motion to terminate parental rights a post termination hearing must be held within **90 days**.
- c. If the Court denies the motion DDHS will be ordered to continue making reasonable efforts to reunite the family.

IX. POST-TERMINATION REVIEW HEARING

A. Purpose

To review and amend as necessary, the post-termination permanent plan that will serve the best interests of the child.

B. Process

1. Timing

- a. The post-termination review will be held within **NINETY days** of the initial order of termination hearing.
- b. A written post-termination report is to be filed by DDHS and the GAL at least **FIVE days** before the review. (C.R.S. 19-3-606).

2. Critical Tasks

- a. The court will determine if the plan is appropriate. The plan will be for adoption, permanent custody, emancipation, independent living, or another goal that serves the best interests of the child.
- b. The Court will determine whether timely and reasonable efforts have been made to place the child in accordance with the permanent plan.
- c. The Court will set further hearings to review the post-termination permanent plan.

X. ADOPTION

A. Purpose

Adoption permanently places a child with parents who assume all parental rights and responsibilities.

B. Process

1. Timing

- a. The adoption hearing shall be held as soon as possible after the child becomes free for adoption.
- b. In cases where an appeal is filed and the Court's order terminating parental rights is affirmed, an adoption hearing shall be held as soon as the mandate is received from the appellate court and consistent with this plan.

2. Critical Tasks

- a. The Court shall timely review adoption petitions prior to setting an adoption hearing. If the Court determines it needs more information, it shall notify the parties. If deemed necessary, the Court may set a separate hearing prior to the final adoption hearing.
- b. At the final adoption hearing, the Court shall verify that all statutes governing adoption have been followed, paying special attention to the following:
 1. Parental rights have been voluntarily relinquished or that parental rights have been terminated and the time for appeal has lapsed, or that the appeal process is complete.
 2. The required consents to adoption have been received.
 3. The required home study has been received (unless waived).
 4. Background checks on the adoptive parents have been completed and reveal nothing that would prevent the adoption from happening.
- c. The Court will issue the adoption decree at the hearing and enter an order terminating jurisdiction of that child in the D/N case.

XI. TERMINATION OF JURISDICTION/EMANCIPATION

A. Purpose

The parents' correction or improvement of the conduct or condition requiring state intervention and their ability to provide reasonable parental care are the critical issues in determining whether the reunification and termination of the court's jurisdiction are appropriate. (Colorado Office of the Child's Representative & Office of the State Court Administrator Court Improvement Program, *Guided Reference in Dependency: An Advocacy Guide for Attorneys in Dependency Proceedings*, [F227] (2012). Appointments for GAL and RPC will also be terminated at the time jurisdiction ends.

B. Process

Upon the motion of a party, the court will grant or set a hearing to termination jurisdiction.

1. Timing

- a. The termination of jurisdiction hearing shall be held upon a motion to the court or when discussed at a hearing.

2. Critical Tasks

- a. The court shall review the motion to terminate jurisdiction
- b. The court will make findings and determine if the case is ready to be closed and the children, youth and family no longer need the jurisdiction of the court.
- c. If the case is closing because a youth is transitioning out/emancipating from the child welfare system; an order verifying the youth being a "Ward of the State," will be signed.

[See Emancipation Order]

XII. POLICIES/PROCEDURES

Other documents setting out Court policy follow this Administrative Order. These documents should also be read. Together, all of the documents state the policy of the Court. **Note:** Many of these memos are updated versions of what were in the March 2013 District Plan and continue as policies of the Court.

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MISC. ISSUES MEMO

TO: Attorneys
FROM: Denver Juvenile Court
RE: Miscellaneous
DATE: June 4, 2014



Digital Recordings

Please remember that the digital recorders (“the FTR”) pick up whatever is in front of the microphone.

The microphone is *not* picking up your voice:

- If you are standing and the microphone is down at your waist
- If you are approaching the bench and talking as you walk
- If the microphone is at the opposite end of the table at which you are sitting.

The microphone *is* picking up your voice when you are sitting and it is in front of you, including:

- whispering to your client--that whisper is being recorded
- sneezing, coughing, and shuffling of papers.

Hints:

- If you are not by a microphone, do not speak until you are.
- If you cannot hear another party, they are probably not being recorded and need to move to a microphone.
- If you wish a conversation to remain private, move away from the microphone. Alternatively, you may request that the judicial officer turn your microphone off momentarily. This will ensure that your conversation remains confidential and that clerks later listening to the recording will not be privy to the information exchanged.
- If the microphone seems too loud (i.e. your voice is booming) **ask that it be adjusted** rather than moving it to the side.

Courtroom Electronic Equipment

The Court requests that counsel refrain from unplugging/moving **any** piece of courtroom electronic equipment. Please ask for the clerk’s assistance in order to prevent any unnecessary delays.

BENCHMARK HEARING INFORMATION

Benchmark Hearing Process

When to Set:

- When a youth is 17 years old and the goal is emancipation or
- A party or the judicial officer on the case is requesting it be set for any reason.
- The judicial officer will then schedule the next hearing as a “Benchmark Hearing” and cc: **Sarah Hill** on the minute order.
- Most hearings will be set later in the day

Notice of the Hearing:

As in any hearing, notice may be waived by the parties; however, it is important in Benchmark Hearings that the youth be able to select others who they want invited to attend.

- Sarah Hill** will contact the GAL at least a month in advance (in most cases) by email, to determine the number of invitations needed for the hearing (see below); Sarah will provide copies in your mailbox;
- The GAL is responsible for sending out the invitations to the Benchmark Hearings (OCR has agreed to pay postage);
- An electronic copy of the invitations is available for your use.

Hearing Overview:

Each hearing is unique but the main goal is to start a discussion with the youth about their plans for emancipation. Therefore, the DDHS emancipation checklist is usually reviewed (see emancipation checklist on the back).

Snack/Celebration:

There is a small budget for food (i.e. cookies, cake, drinks) after the hearing. It will be the responsibility of the GAL, when contacting the youth about who to invite, that they also talk to the youth about what snack they would like after the hearing. This information has to be provided to Sarah Hill **at least 3 days** before the hearing so that the snacks will be available that day.

Here is an example of an email you will receive:

I am writing to remind you that a Benchmark Hearing is scheduled _____ on at 4:00 p.m. in Courtroom ____ for the youth, _____, in case no _____.

As his/her GAL, you are responsible for asking the youth who he/she would like to invite to the benchmark hearing and notifying me with the number of those invitees. Since this hearing takes the place of a permanency planning hearing, all parties are invited, but the youth is welcome to invite others, such as a friend, a teacher, or anyone else that he/she would like to be present. I can provide a number of specially-printed invitations to send out to invitees, and OCR has said that they will reimburse you for any postage you may incur.

Finally, a post-hearing celebration will be held in the Judge’s jury room, and we like to provide something that is a favorite of the youth. We ask you to inquire of the youth as to any special snack he/she would like to have, i.e., cake, cookies, chips, fruit and let us know.

If you have ANY questions about the Benchmark Hearings, please contact Sarah Hill at 720-337-0642 or sarah.hill@judicial.state.co.us

Denver Juvenile Court, City & County of Denver, Colorado 520 West Colfax Denver, CO 80204	
The People of the State of Colorado in the Interest of: _____, Child(ren), Upon the Petition of the Denver County Department of Human Services, And Concerning, _____, Respondent(s).	^ COURT USE ONLY ^ Case No. ___ JV ____ Courtroom. 2__
BENCHMARK HEARING SUMMARY, FINDINGS, AND ORDERS	

This matter came before the Court for a Benchmark Hearing and Permanency Hearing on _____ . The youth, _____, has a current permanency goal of _____ . The necessary topics for a successful emancipation were addressed as follows:

Vital documents: Certified Birth Certificate, Social Security Card, State ID, Medical Records, Mental Health Records, etc. Any missing vital documents will be obtained as follows: _____

Education Plan: _____

Community: The youth has the following support systems in the community: _____

Housing / Plan to Transition from Out of Home Placement: _____

Employment / Financial Plan: _____

Personal Connections and Support System: _____

Dental / Medical / Mental Health Services: _____

Additional issues and/or findings: _____

The Court adopts the recommendations in the Court Report, and adopts the Permanent Plan of _____.

The next hearing(s) will be:

The Court further orders _____

_____.

Done this _____ day of _____, 20____.

Denver Juvenile Court Judge



Mission of Child Advocates, Denver CASA:

The Mission of Denver CASA is to advocate for the best interest of abused and neglected children in Denver Juvenile Court through the services of specially selected and trained community volunteers from diverse cultural and ethnic backgrounds.

Vision of Child Advocates, Denver CASA:

Our vision is that all children will have a safe nurturing environment where they can thrive. We understand that this is a lofty vision but we will continue to work within our organization and our community to achieve this because we believe every child has this right.

Building on our legacy of quality advocacy, we acknowledge the need to understand, respect, and celebrate diversity including race, gender, religion, national origin, ethnicity, sexual orientation, socioeconomic status, and the presence of a sensory, mental, or physical disability. We also value diversity of viewpoints, life experiences, talents, and Ideas.

A diverse CASA/Gal network helps us to better understand and promote the well-being of the children we serve. Embracing diversity makes us better advocates by proving fresh ideas and perspectives for problem solving in our multicultural world, enabling us to respond to each child's unique needs.

CASE PLANNING SHEETS

Today's Date: February 15, 2014	CASE PLANNING SHEET
2014JV9999	NAME OF CHILD
Expedited Permanency Planning Case: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The following is the time frame for hearings or events that must take place in this case. Please be advised that the dates in bold are target dates and not the actual scheduled hearings.
Removal date: December 29, 2013	CHILD'S DATE OF REMOVAL FROM THE HOME Permanency time frames begin from this date or date the D&N petition is filed, whichever is earliest.
Return of Service on Petition date: January 11, 2014	RETURN OF SERVICE ON PETITION DATE Permanency time frames begin from this date or date of child's removal from home, whichever is earliest.
January 3, 2014	HEARING ON TEMPORARY CUSTODY
ACTUAL: January 5, 2014	The court may enter orders for the protection of the children. The court determines who will have temporary legal custody of the children. The court appoints a Guardian <i>ad litem</i> for the children.
	PRELIMINARY PROTECTIVE HEARING/FIRST HEARING At this hearing, the Court determines whether there is enough evidence to allow the filing of the Petition, orders an investigation by the Department of Social Services and appoints a Guardian <i>ad litem</i> for the children. At this hearing, the Court also decides if the children can safely remain in their home or if their safety requires their placement with a relative or in foster care. Finally, the Court may enter orders for the protection of the children.
January 24, 2014	ADVISEMENT HEARING The court advises Respondent of his/her rights in a D&N case. This event should take place at the Hearing on Temporary Custody or Preliminary Protective Hearing.
March 11, 2014	ADJUDICATORY HEARING
ACTUAL: January 24, 2014 Date of: Informal Adjustment: Continued Adjudication:	Adjudication must take place, if at all, within 60 days of service of the D&N petition. At this hearing, a decision as to whether the children are dependent or neglected is made. If the petition is contested, the issue will be decided by a judge or jury. If the Respondent fails to appear, an adjudicatory order may be entered by default. If a decision is made that the child is "not dependent or neglected" the petition is dismissed and the case is closed. If there is an Informal Adjustment or Adjudication is continued, the case must be reviewed by the court within 6 months.
April 10, 2014	DISPOSITIONAL HEARING
ACTUAL:	The "Family Services Plan" or treatment plan outlines what the Respondent must do to have the children returned to her/him and/or to remove the involvement of social services and the court. The disposition or treatment plan can be approved at the Adjudicatory Hearing. If it is not, a Dispositional Hearing should be held no later than 30 calendar days after the date of the Adjudicatory Hearing.
July 9, 2014	PERMANENT PLAN HEARING
ACTUAL:	The Permanent Plan Hearing must be held within 3 months of the Dispositional Hearing if children have been removed from the Respondent's home. The purpose of this hearing is to decide on a stable, permanent home for each child involved in the case.
December 29, 2014	PERMANENT HOME
ACTUAL:	The children shall be placed in a permanent home no later than 12 months after the original placement out of the home or filing of the D&N petition.

Today's Date: February 15, 2014	CASE PLANNING SHEET
2014JV8888	NAME OF CHILD
Expedited Permanency Planning Case: Yes ____ No <u>X</u>	The following is the time frame for hearings or events that must take place in this case. Please be advised that the dates in bold are target dates and not the actual scheduled hearings.
Removal date: December 29, 2013	CHILD'S DATE OF REMOVAL FROM THE HOME Permanency time frames begin from this date or date the D&N petition is filed, whichever is earliest.
Return of Service on Petition date: January 3, 2014	RETURN OF SERVICE ON PETITION DATE Permanency time frames begin from this date or date of child's removal from home, whichever is earliest.
January 3, 2014	HEARING ON TEMPORARY CUSTODY
ACTUAL: January 5, 2014	The court may enter orders for the protection of the children. The court determines who will have temporary legal custody of the children. The court appoints a Guardian <i>ad litem</i> for the children.
	PRELIMINARY PROTECTIVE HEARING/FIRST HEARING At this hearing, the Court determines whether there is enough evidence to allow the filing of the Petition, orders an investigation by the Department of Social Services and appoints a Guardian <i>ad litem</i> for the children. At this hearing, the Court also decides if the children can safely remain in their home or if their safety requires their placement with a relative or in foster care. Finally, the Court may enter orders for the protection of the children.
February 9, 2014	ADVISEMENT HEARING
ACTUAL: January 24, 2014	The court advises Respondent of his/her rights in a D&N case. This event should take place at the Hearing on Temporary Custody or Preliminary Protective Hearing.
April 2, 2014	ADJUDICATORY HEARING
ACTUAL: January 24, 2014 Date of: Informal Adjustment: Continued Adjudication:	Adjudication must take place, if at all, within 90 days of service of the D&N petition. At this hearing, a decision as to whether the children are dependent or neglected is made. If the petition is contested, the issue will be decided by a judge or jury. If the Respondent fails to appear, an adjudicatory order may be entered by default. If a decision is made that the child is "not dependent or neglected" the petition is dismissed and the case is closed. If there is an Informal Adjustment or Adjudication is continued, the case must be reviewed by the court within 6 months.
May 17, 2014	DISPOSITIONAL HEARING
ACTUAL:	The "Family Services Plan" or treatment plan outlines what the Respondent must do to have the children returned to her/him and/or to remove the involvement of social services and the court. The disposition or treatment plan can be approved at the Adjudicatory Hearing. If it is not, a Dispositional Hearing should be held no later than 45 calendar days after the date of the Adjudicatory Hearing.
January 4, 2015	PERMANENT PLAN HEARING
ACTUAL:	This hearing should take place within one year of the filing of the case if children have been removed from the Respondent's home. The purpose of this hearing is to decide on a stable, permanent home for each child involved in the case.
June 29, 2015	PERMANENT HOME
ACTUAL:	The children shall be placed in a permanent home no later than 18 months after the original placement out of the home unless at that time the Court determines that a placement in a permanent home is not in the best interests of the children.

CCC BENCHCARD INFORMATION

Courts Catalyzing Change Benchcard

The “Courts Catalyzing Change” Benchcard was first introduced to Denver Juvenile Court in spring 2011 by former Presiding Judge Karen Ashby, at a Disparities Action Committee meeting. Implementation began on a pilot basis with Courtroom 2H cases. The Benchcard went court-wide by 2013.

Designed to help reduce disparate outcomes as well as lower the overrepresentation of families among families of color in the child welfare system, the Benchcard was developed by the National Council of Juvenile & Family Court Judges (NCJFCJ), in partnership with the Casey Family Programs. Ultimately, the Benchcard has shown improved outcomes for all families.

The Benchcard contains a number of questions for the judicial officer to ask in the courtroom, covering areas such as how to engage parents in the courtroom; appropriateness of placement; legal threshold for removal and reasonable efforts to prevent removal, as well as reasonable efforts to allow the child to safely return home, among others.

Introducing the Courts Catalyzing Change Benchcard within Denver Juvenile Court is a continuing process. It is important that everyone be a part of the collaborative efforts to learn the How, Why, When, What of this new tool and how it ultimately affects our child welfare families.

For more information or for a copy of the Benchcard, you may contact Corey Johnson at DDHS, corey.johnson@denvergov.org or Barbara Bosley at Denver Juvenile Court, barbara.bosley@judicial.state.co.us

CONSOLIDATED HEARING MEMO



TO: Contract Attorneys
FROM: Denver Juvenile Court
RE: Consolidation of hearing dates for family-related cases
DATE: June 4, 2014

As most of you are aware Denver Juvenile Court makes a concerted effort to assign all cases of any case type for family members in the same judicial division. Hearings may at times be heard by magistrates or judges but a concerted effort is made by court staff to recognize pending cases and to reassign them to the appropriate division as necessary.

The court also attempts to consolidate hearings for cases related to the same family, where appropriate, in order to make court appearances more convenient for the family and other parties and increase communication amongst various professionals so that all will be fully informed as to the status of other cases and how those cases may impact one another.

While court staff identify many cases which should be heard together we cannot, without assistance, be aware of all cases where consolidated hearing dates may be helpful and appropriate. We are therefore asking each of you for your assistance. Anytime you believe that a case may be related to other cases filed with the court please alert the judicial officer to that fact by either raising the issue in court during hearings or e-mailing the appropriate judicial assistant staff.

Most consolidated hearings are set on Dependency and Neglect cycles due to the large number of parties, attorneys and other participants in those cases. We would ask that when the attorneys or others on the JD case are requesting that their appearance be waived for any consolidated hearing they (1) first ensure that there are no matters in the JD case which are to be considered (such as the filing of a revocation petition; modifications to terms and conditions of probation) at the hearing which require their presence and (2) they request that their appearance be waived at least two (2) days prior to the hearing date.

There are circumstances where it may not be appropriate to consolidate hearings (e.g.- victim/perpetrator issues; Protection Orders; procedural status of the cases (we do not normally consolidate the JD hearing dates with those in D&N cases until after sentencing)) and the judicial officers will need to ultimately make that decision in any given case for any particular hearing. However, to ensure we are consolidating those cases for hearing that can and should be heard together please assist us with notifying court staff whenever you identify related cases where hearing dates have not been coordinated.

COURT EXPECTATIONS MEMO

TO: Contract Attorneys
FROM: Denver Juvenile Court
RE: Court expectations- Dependency and Neglect
DATE: June 4, 2014



As many of you are aware, Parties in D&N cases have an ongoing responsibility to update information provided to the Court. The following is an outline of court expectations:

DHS

- Correct legal names
 - The correct spelling of names and dates of birth should be included in the original petition
 - Worker should be able to explain how they accomplished verification of identification at the first hearing
- Case History
 - The following should be included in the Petition:
 - Prior D&N cases
 - Prior voluntary services relevant to facts in paragraph 6
 - Prior placements out of the home if relevant to facts in paragraph 6
 - ICWA applicability
 - The worker should be prepared to disclose the following to the Court at the initial hearing:
 - Prior or pending cases and referrals
 - Prior placement history that is not relevant to paragraph 6
 - Prior voluntary services that are not relevant to paragraph 6
 - Other members of the household
 - Proposed protective orders
 - Original risk and safety assessment, when completed
 - Subsequent Hearings
 - Reports are expected to be filed **at least 5 days prior** to a court hearing
 - Reports should include any completed updates as to the risk and safety assessment

RPC/GAL

- Review the petition with client to verify spelling of client and children's names.
- Effective hearings
 - Attorneys are expected to meet with their clients prior to any scheduled court hearing, which does not mean the hallway on the date of the hearing.
 - Attorneys are expected to contact the social worker prior to any scheduled hearing for an update on their client.
 - GALs are expected to have met with their clients as necessary to make and respond to recommendations and be prepared to report on their status to the court.

DJC POLICY MEMO



TO: All attorneys, Agencies, Court Staff
FROM: Judge Woods
RE: DJC Policies #1, #4 & #6
DATE: May 28, 2014

The policies below continue to be those of Denver Juvenile Court.

Denver Juvenile Court Policy #1

Policy Regarding Motions Filed without a Proposed Order:

Effective July 1, 2000, the clerk's office is not directed to accept any motion in a civil case that does not have a proposed order attached. This policy refers to Motions only. Motions to Terminate Parental Rights are exempt from this policy.

Denver Juvenile Court Policy #4

Policy Regarding the Requirement of an Original and a Copy of Every Document:

Effective October 1, 1998, Denver Juvenile Court instituted a filing procedure that requires one original and one copy of all documents to be filed in the clerk's office. The extra copy is distributed to the courtroom.

Denver Juvenile Court Policy # 6

Policy Regarding the Requirement of a Home Study for all Kinship and Custodial Adoptions:

Effective June 1, 2001, the Denver Juvenile Court requires that a home study of potential adoptive parents be provided in all kinship and all custodial adoptions.

D/N ADVISEMENT FORM

JUVENILE COURT, CITY AND COUNTY OF DENVER, STATE OF COLORADO.
TRIBUNAL DE MENORES, CIUDAD Y CONDADO DE DENVER, ESTADO DE COLORADO.

CASE NO. _____
Expediente Núm.

ADVISEMENT IN DEPENDENCY AND NEGLECT CASE

INFORME DE SUS DERECHOS EN LOS CASOS DE DESCUIDO O MALTRATO DE MENORES.

THE PEOPLE OF THE STATE OF COLORADO
EL ESTADO DE COLORADO

In the Interest of: _____
En interés tutelar de:

Minor Child(ren)
Menor de edad.

Upon the Petition of: Denver Department of Human Services
Por petición de:

Petitioner,
Promovente

And Concerning: _____
Y atinente a:

Respondent(s)
Tercero(s) responsable(s)

YOUR RIGHTS as a respondent parent or guardian in the Dependency and Neglect (D&N) case include the following:

Como padre o tutor demandado en un caso de Descuido o Maltrato de Menores (D&N por sus siglas en inglés), SUS DERECHOS son los siguientes:

1. You have the right to be represented by a lawyer at every stage of the proceedings.

Tiene Usted el derecho de ser representado por un abogado en cada etapa del procedimiento.

2. If you cannot afford a lawyer and the Court determines that you qualify financially, the Court will appoint a lawyer upon your request. The Court will use financial guidelines established by the Colorado Supreme Court and other relevant financial considerations in making this decision. If you do not qualify for a court-appointed attorney, you may hire an attorney of your choice at your own expense.

Si no cuenta con recursos para un abogado, y el Juez determina que Usted califica para ello, se le nombrará a un abogado de oficio a petición de Usted. El Juzgado usa los lineamientos económicos establecidos por el Tribunal Superior de Colorado y otras consideraciones económicas relevantes al tomar esta decisión. Si Usted no califica para un abogado de oficio, puede contratar por su cuenta al abogado que usted elija.

3. In D&N cases, the Court will appoint a Guardian ad litem (GAL) who is a lawyer. The GAL represents the best interests of the child(ren) as the GAL sees them, which may or may not be what the child(ren) or parents' desire.

En los casos D&N, el juez nombrará un tutor dativo (G.A.L. por sus siglas en Inglés: *Guardian ad litem*). El Tutor Dativo es un abogado cuya función es velar a conforme a su criterio por el interés superior del menor, sea que coincida o no con lo que quieran los padres.

4. If your child(ren) were removed from your custody, you should have received a Notice of Rights and Remedies for Families. Please be sure that you review it with your attorney and that you fully understand the Notice of Rights and Remedies.

Si su(s) hijo(s) fue(ron) separado(s) de su custodia, debió Usted haber recibido una Notificación de Derechos y Recursos Legales para las familias. Por favor asegúrese de revisarla con su abogado, y asegúrese de que entendió por completo la notificación de derechos y recursos.

5. Except for temporary custody hearings, you have the right to have hearings in this case heard by a judge instead of a magistrate. Unless you indicate to the magistrate at the time you are given the next hearing date that you desire the judge to hear the matter, the hearing may be heard by the magistrate. If your lawyer is not present when a matter is set for hearing or if the matter is set on notice, the request must be made within five (5) days after you receive notice that the hearing has been set.

Salvo por las audiencias de custodia provisional, tiene Usted el derecho de que las audiencias en el presente caso sean ante un Juez de primera instancia, y no ante un Juez de instrucción [*Magistrate*]. La audiencia será conducida por el juez instructor a menos que Usted le indique, cuando le den la próxima fecha de audiencia, que Usted desea que sea un Juez de primera instancia quien oiga este asunto. Si su abogado no está presente al programar la fecha de audiencia, o si el caso se programará bajo noticia, la petición deberá hacerse dentro de los cinco (5) días siguientes a la fecha en que reciba notificación de que la audiencia ha sido programada.

6. If you choose to have the magistrate hear the matter, you are bound by the findings and orders made by the magistrate unless you file a request for review of the magistrate's decision within five (5) days.

Si Usted opta por que sea el juez instructor quien oiga el asunto, queda Usted sujeto a los fallos y decisiones que el mismo adopte, a menos que Usted promueva una revisión del fallo del instructor dentro de un plazo de cinco (5) días.

7. At the temporary custody hearing, you will be given a Relative Resource Form. This form lets you provide the names, addresses, and telephone numbers for any family members who may be able to provide a temporary home for your child(ren). This form must be completed and returned to your caseworker within five (5) days or at such other time the judge or magistrate requires. Failure to timely name relatives may result in your child(ren) being permanently placed outside of the home of the child's relatives.

En la audiencia de Custodia Provisional, se le dará a Usted un Formulario de datos de Familiares. Esta forma le permite a Usted proporcionar los nombres, direcciones y números de teléfono de cualesquiera miembros de su familia que puedan proporcionar alojamiento temporal a su hijo(s). La forma debe llenarse y devolverse al trabajador social antes de cinco (5) días o en el diverso momento en que el juez o instructor lo requiera. Abstenerse de nombrar familiares oportunamente, puede tener por consecuencia que su hijo(s) sean alojados de modo permanente fuera del hogar de sus familiares.

8. If you or your child(ren) have Native American or Indian heritage, the Indian Child Welfare Act may apply. An "Indian Child" under the Act is an unmarried person under the age of eighteen (18) who is either a member of an Indian tribe or who is eligible for membership in an Indian tribe and has a parent who is a member of an Indian tribe.

Si Usted o su(s) hijo(s) tiene ascendencia Indígena o Nativo-Americana, puede ser aplicable la Ley de Beneficencia de Menores Indígenas. Un “Menor Indígena” conforme a dicha ley, es una persona soltera menor de dieciocho (18) años que sea miembro de alguna Tribu Indígena o que reúna los requisitos para ser miembro de una Tribu Indígena y que alguno de sus padres sea miembro de una Tribu Indígena.

9. You have the right to a trial (known as an adjudicatory hearing) before either a jury of six (6) persons or before a judge or magistrate to determine whether the City Attorney, representing the People of the State of Colorado, has proven the dependency petition by a preponderance of the evidence. At the trial, you may question all witnesses called by other parties, present any defenses to the petition, call witnesses to testify on your behalf, and testify yourself. You have the right to have witnesses subpoenaed to require them to appear to testify. You may also be called as a witness by any other party.

Tiene derecho a un Juicio (conocido como audiencia adjudicatoria), sea ante un jurado de seis (6) personas ó ante un juez de primera instancia ó un juez instructor para determinar si es que el Procurador de la Ciudad, en representación del Pueblo del Estado de Colorado, ha demostrado los hechos de la demanda por preponderancia de las pruebas. En juicio, podrá Usted cuestionar a todos los testigos llamados por las demás partes, presentar toda clase de excepciones y defensas, llamar testigos para declarar en su favor, y rendir declaración Usted mismo. Tiene Usted derecho a que se giren citatorios requiriendo a sus testigos para que se presenten a declarar. También podrá Usted ser llamado como testigo por cualquiera de las demás partes.

10. You have the right to a trial within ninety (90) days from the date you were served with the petition. If any child on the petition is under six years old when the petition is filed, the hearing will be heard within sixty (60) days. The Court may extend these time periods if it finds that the best interests of the child(ren) will be served by granting a delay.

Tiene Usted derecho a un juicio dentro de los noventa (90) días siguientes a la fecha del emplazamiento. Si cualquiera de los niños tenía menos de seis años a la fecha de presentación de la demanda, la audiencia tendrá lugar antes de sesenta (60) días. El Juzgado podrá prorrogar estos plazos cuando el interés superior de los menores sea satisfecho con dicha prórroga.

11. You have the right to deny or admit any or all of the allegations contained in the petition alleging that your child(ren) are dependent or neglected.

Tiene Usted el derecho de negar o admitir a todos y cada uno de los hechos contenidos en la demanda en los que se alega que su(s) hijo(s) es (son) sujeto(s) a descuido o maltrato.

12. Any admission by you to the petition or amended petition must be made freely and voluntarily, and not the result of any undue influence, coercion, pressure, force, or promises on the part of anyone. The Court is not bound by any promises or representations as to what the consequences will be in this case.

Toda admisión que haga sobre la demanda o su ampliación, deberá hacerse de manera libre y voluntaria, y no como resultado de influencias indebidas, coacción, presión, uso de la fuerza, o promesas por parte de tercero. El Juzgado no queda sujeto a ninguna promesa ni manifestación acerca de cuál será el resultado del presente caso.

13. You have the right to appeal the decision from the adjudicatory hearing to an appellate court after a dispositional order has been entered.

Tiene Usted el derecho de apelar la resolución tomada en la audiencia adjudicatoria ante un tribunal de apelación después de que se haya dictado la orden de disposición del asunto.

14. If the petition is sustained as to a respondent, either at the adjudicatory hearing or after an admission by that respondent, a dispositional hearing will be set as to that respondent. The dispositional hearing involves the Denver Department of Human Services submitting a proposed treatment plan and the Court adopting a treatment plan which is reasonably calculated to render that respondent fit to provide adequate parenting to the child(ren) within a reasonable time and which relates to the child(ren)'s needs. All parties are allowed to appear and present their case as to what treatment plan should be ordered by the Court.

Si la petición se declara procedente respecto de uno de los comparecientes, sea en la audiencia adjudicatoria o por admisión de dicho compareciente, se señalará fecha para audiencia de disposición respecto de dicho compareciente. En la audiencia de disposición el Departamento de Servicios Humanos (DDHS por sus siglas en inglés) someterá al Tribunal una propuesta de plan de tratamiento y el Juzgado adoptará un Plan de Tratamiento que se considere razonable con objeto de habilitar al compareciente para brindar adecuada crianza al menor, dentro de un plazo razonable y de conformidad con las necesidades del menor. Se permitirá a todas las partes que comparezcan y presenten su caso en lo tocante al plan de tratamiento que consideren que el Tribunal deba adoptar.

15. As part of the treatment plan, the Court may enter one or more of the following, as well as other orders: **Como parte del plan de tratamiento, el Juez podrá dictar una o varias de las medidas siguientes, así como dictar cualesquiera otras previsiones:**

- (a) that you participate in counseling and pay for evaluations and treatment;
Que Usted participe en psicoterapia y pague las evaluaciones y tratamientos a que haya lugar.
- (b) that you complete parenting classes;
Que complete clases de educación parental.
- (c) that you participate in additional treatment for yourself or your child(ren) which the Court may find to be in the best interests of your child(ren);
Que Usted participe en los tratamientos adicionales para Usted o su(s) hijo(s) que el Tribunal considere en el mejor interés de los menores.
- (d) that the child(ren) reside with the parents or guardian or in an out-of-home placement, such as a residential child care facility, foster home, group home, relative home, or such other place which is deemed appropriate by the Court.
Que los menores residan con los padres o con el tutor, o en un alojamiento en casa o fuera de casa, tales como instalaciones residenciales de cuidado de menores, hogar temporal, albergue grupal, en casa de algún familiar, o el diverso lugar que el tribunal considere apropiado.

16. If out-of-home placement is ordered at the dispositional hearing, it must be shown by a preponderance of the evidence that separation from the parents or guardian is in the child(ren)'s best interests. You would have the right to have the Court review the placement within ninety (90) days after the order is entered.

Si se dicta orden de alojamiento fuera de casa en la audiencia de disposición, deberá demostrarse por preponderancia de las pruebas que la separación del menor respecto de los padres o tutor, es en el mejor interés del menor. En tal caso, tendrá Usted el derecho de hacer que el Tribunal revise la orden de alojamiento dentro de los noventa (90) días siguientes al dictado de la orden.

17. You are further advised that termination of the parent-child legal relationship is a possible remedy if the petition is alleging the child(ren) are dependent or neglected is sustained after a trial or admission. Termination of the parent-child legal relationship means that the child(ren) would be eligible for adoption, and means the permanent elimination of any and all legal rights, powers, privileges, immunities, duties, and obligations between the child(ren) and parent, except child(ren)'s status as an heir at law prior to an adoption. A separate motion for termination must

be filed at least thirty (30) days prior to the hearing on the motion, and must be proven by clear and convincing evidence. If the Indian Child Welfare Act is applicable, the burden of proof is beyond a reasonable doubt. At a termination hearing, you have the right to cross-examine witnesses called to testify, call witnesses on your own behalf, subpoena witnesses, and you may testify. If you are indigent, you have the right to have an expert appointed at state expense.

Por añadidura, se le informa que la pérdida de la patria potestad (relación legal padre-hijo) es un posible remedio cuando la petición que alega que el menor es sujeto a maltrato o descuido, se declare procedente ya sea en juicio o por admisión. La pérdida de la patria potestad implica que el(los) menor(es) será(n) elegible(s) para adopción, e implica la eliminación de todos y cada uno de los derechos, privilegios, inmunidades, deberes y obligaciones legales existentes entre el (los) hijo(s) y el (los) padre(s), con salvedad expresa del carácter de heredero legítimo anterior a la adopción que compete al menor. La demanda de pérdida de la patria potestad deberá presentarse por separado cuando menos con treinta (30) días de anticipación a la audiencia, y deberá demostrarse mediante prueba clara y convincente. En los casos en que la Ley de Beneficencia de Menores Indígenas sea aplicable, la carga de la prueba es más allá de la duda racional. En la audiencia de terminación, tendrá Usted el derecho de contrainterrogar a los testigos que sean llamados a declarar, a presentar testigos en su favor, a poner testigos bajo citatorio, y Usted mismo podrá rendir declaración. Si Usted es indigente (carece de recursos), tendrá derecho a hacer que se designe un perito a costa del estado.

18. Concerning the maximum time frames for adjudication, disposition and termination of parental rights, the process could take as long as the following:

En lo referente a los plazos máximos para la adjudicación, audiencia de disposición y audiencia de terminación de la patria potestad, el proceso puede tardar conforme a lo siguiente:

(a) For Children Under Age Six (6):

Para menores de seis (6) años:

- (i) Between the time of service of the initial petition and the adjudication as dependent or neglected, the process can be up to **60 days**.
Del momento de la notificación del escrito inicial a la adjudicación como dependiente o sujeto a maltrato o descuido, el procedimiento puede tomar hasta 60 días.
- (ii) Between the time of adjudication and disposition, the process can be up to **30 days**.
De la adjudicación a la audiencia de disposición, el procedimiento puede tomar hasta 30 días.
- (iii) Between the time of disposition and the permanency hearing, the process can be up to **3 months**.
De la disposición a la audiencia de permanencia, el procedimiento puede tomar hasta 3 meses.
- (iv) Between the time of placement out-of-home and the child being placed in a permanent home, including the filing of a petition to terminate parental rights, the process can take up to **1 year**.
Del momento del alojamiento fuera de casa a que el menor sea alojado en un hogar permanente, incluyendo la presentación de una demanda de terminación de la patria potestad, el procedimiento puede tomar hasta 1 año.

(b) For Children Over Age Six (6):

Para niños mayores de seis(6) años:

- (i) Between the time of service of the initial petition and the adjudication as dependent or neglected, the process can be up to **90 days**.
Del momento de la notificación del escrito inicial a la adjudicación como dependiente o sujeto a maltrato o descuido, el procedimiento puede tomar hasta 90 días.

- (ii) Between the time of adjudication and disposition, the process can be up to **45 days**.
De la adjudicación a la audiencia de disposición, el procedimiento puede tomar hasta 45 días.
- (iii) Between the time of disposition and the review of the placement hearing the process can be up to **6 months**.
De la audiencia de Disposición a la audiencia de revisión del alojamiento, el proceso puede tomar hasta 6 meses.
- (iv) Between the time of disposition and the permanency hearing, the process can be up to **1 year**.
De la disposición a la audiencia de permanencia, el procedimiento puede tomar hasta 1 año.
- (v) Between the time of placement out-of-home and the filing of a petition to terminate parental rights, the process can take as long as necessary.
Del momento del alojamiento fuera de casa a la presentación de la demanda de pérdida de la patria potestad, el procedimiento podrá tomar tanto tiempo como sea necesario.

CERTIFICATION BY RESPONDENT(S)
CONSTANCIA POR PARTE DEL TERCERO(S) RESPONSABLE(S).

As parent or guardian of the child(ren) as alleged in the petition, I hereby state that I have read and understood all of the statements in this advisement form, and that I have been fully advised of and understand the petition or amended petition, my rights in this matter and the possible consequences and that I should review this advisement with an attorney.

Como padre o tutor del menor según se alega en la demanda inicial, hago constar que he leído y entendido todas y cada una de las manifestaciones contenidas en la presente notificación, y que he sido debidamente enterado del contenido de la demanda o su ampliación y que entiendo la misma, así como mis derechos en el presente asunto y las posibles consecuencias, y que es conveniente revisar esta notificación con un abogado.

RESPONDENT
TERCERO RESPONSIBLE

RESPONDENT
TERCERO RESPONSIBLE

Date: _____
Fecha:

Date: _____
Fecha:

CERTIFICATION BY ATTORNEY(S)
CONSTANCIA POR PARTE DEL ABOGADO.

The undersigned, as attorney for the respondent(s) in this matter, hereby certify that I have fully discussed with my client(s) the petition, and the contents of this advisement form. In my professional opinion, my client understands all of the above-listed rights.

El suscrito abogado del(los) tercero(s) responsable(s) en el presente asunto, en este acto certifico que he discutido ampliamente con mi(s) cliente(s) la demanda inicial, y el contenido del presente formulario de notificación. En mi opinión profesional, mi cliente entiende todos los derechos arriba listados.

ATTORNEY for
Abogado de

Respondent _____
Tercero Responsable
Date: _____
Fecha

ATTORNEY for
Abogado de

Respondent _____
Tercero Responsable
Date: _____
Fecha.

CERTIFICATION BY INTERPRETER
CONSTANCIA POR PARTE DEL INTÉRPRETE.

I have accurately translated the contents of this advisement form and the above listed rights for the respondent(s) from the English language into the _____ language.

He traducido fiel y exactamente del idioma inglés al idioma español el contenido del presente formulario de notificación y los derechos arriba listados a los terceros responsables.

INTERPRETER
INTÉRPRETE.

Date: _____
Fecha

EMANCIPATION MOTION/ORDER

JUVENILE COURT, CITY & COUNTY OF DENVER, COLORADO LINDSEY-FLANIGAN COURTHOUSE, RM. 125 520 W. COLFAX, DENVER, CO 80204	♦ COURT USE ONLY ♦
The People of the State of Colorado in the Interest of Child(ren): Petitioner: The Denver Department of Human Services	Case Number: Courtroom:

MOTION FOR CONFIRMATION OF LEGAL EMANCIPATION FROM STATE CUSTODY

The child named herein moves the court to confirm the following facts and that the child has emancipated from state custody.

Name: _____ Current Address: _____

Phone Number: _____ Date Of Birth: _____

Date of termination as ward of court/state: _____

Age at termination of placement: _____

Date court case was closed: _____

Signature of Emancipated Child

ORDER

Motion Granted Motion Denied

Done and signed this _____ day of _____.

BY THE COURT:

Denver Juvenile Court Judge/Magistrate

CERTIFICATE OF MAILING

I certify that on _____ (date), I mailed, faxed, e-filed, or hand-delivered a copy of this Order to the following:

Petitioner Petitioner's Attorney

Clerk

FIDC (FAMILY INTEGRATED DRUG COURT) OVERVIEW

Family Integrated Drug Court (FIDC)

Program Description:

The Denver Family Integrated Drug Court (FIDC) is an effort to integrate empirically based best practices in the treatment of non violent substance-abusing offenders who have court involved children that are determined to be abused and/or neglected. FIDC is founded with the collaboration of the Courts, Denver Juvenile and Family Justice Treatment Accountability for Safer Communities (DJFJ TASC), Denver Department of Human Services, Denver Juvenile, District and County Probation Departments, and substance abuse treatment providers. The synergy of bringing together representatives from these disciplines creates the foundation of the FIDC team. Enhancing the foundation are other agencies and programs that also share the vision of facilitating clean and sober parenting and value collaborating with others to achieve that goal. FIDC operates a coordinated, systemic approach to the substance abuser via comprehensive and inclusive planning.

Goals:

1. promote offender accountability and public safety, while simultaneously
2. ensuring that children have a safe and nurturing environment by concurrently focusing on healthy and sober parenting, permanency planning, and family reunification

Services:

1. Family services incorporating the Drug Court model
2. Access to most appropriate TASC services

Client Eligibility:

1. Probation clients(Denver District Probation or Denver County Court Probation)
2. Must have children
3. Current Dependency and Neglect Petition with a goal to reunify family

Referral Process:

1. Contact Lilas Rajae-Moore or Jenny Corvalan with potential referrals

FIT-C (FAMILY INTEGRATED TREATMENT COURT) OVERVIEW

FIT-C (Family Integrated Treatment Court)

Local Service Area: Denver Juvenile Courts

Primary Service Focus: Families with Dependency and Neglect Petitions with behavioral health concerns.

Project Director: Lilas Rajae

Project Description

Process: Describe the process through which individuals become enrolled in the ATCC program. For example:

- What are the referral sources and points of access? *Referrals come from the Bench, Probation Officers, Department of Human Services and the public school systems. TASC has a no wrong door approach so referrals may come from additional sources not mentioned, and point of access occurs the same business day as referral is made.*
- When are potential enrollees screened & assessed? *Screening will begin immediately upon receipt of referral. Case managers begin reaching out to families the day referral was received. Collateral information is gathered from professionals upon receipt of referral. Accommodations are made to meet family's schedules so screening can occur in an expedited manner. Once families are accepted, assessment will occur as soon as possible (ideally within the week).*
- How are cases reviewed? By whom? How often? *Cases are reviewed weekly by Project Director, Coordinator and Case manager. New dependency filings are sent to the Project Director to review for eligibility. If a family meets criteria the case is forwarded to the Case Manager to begin the screening process.*
- Is there a phase system for ATCC enrollees? How do they move through the program? *Yes, families are given a weekly checklist that consists of goals and objectives to accomplish. Once the family has met 80% of the goals and objectives for each phase for a determined length of time, they are moved to the next phase.*

Structure: Describe the structure of your ATCC program. For example:

- Is your ATCC program a free-standing program with its own program phases, sanctions/incentives, etc. or is it blended into other existing programs? *Our program is a free-standing program under the umbrella of TASC. FITC has its own phases and requirements, along with sanctions and incentives unique to each family. The phases and program materials were blended from existing programs, but also there are unique components that were added to this family specific program. This is the 1st program where families are working together to achieve goals and to reach graduation.*
- Is there a separate docket within an existing treatment court? A separately "named" treatment court? *FITC has both a standalone docket for families that have a child with a juvenile delinquency petition. There are also families that have a Dependency petition and that are also involved with a separate treatment court. There are several treatment courts in the metro area and this program aims to bridge the gap between the varying programs.*
- Does one judge have jurisdiction over all enrollees in your ATCC program or are they distributed across many judges? *No, there is 1 judge for the FITC docket and that judge has jurisdiction over all enrollees. Participants that have a Dependency petition and then are involved in a treatment court in another jurisdiction are not heard by 1 judge.*

- Is there an ATCC team? Describe. *Yes, there are 2 teams. The team for cases heard on the FITC Docket consists of a human services case worker, case managers, probation officer, judicial officer, supervisor, and parent and child attorneys. The other team consists of a human services case worker, probation officer, case manager and attorneys. The difference in the 2nd team is the human services case worker and the probation officer may vary from family to family since these families come from different treatment court programs.*
- What role do peers play in your ATCC program? *There are 2 avenues for peer involvement in our program. The adults can be referred to a peer recovery coach for individual support, or they may be referred to a peer support group led by a recovery coach.*
- Who/where are screenings and assessments conducted? *TASC Case Managers, referred to as TASC Specialists conduct screening and assessments in the office, in homes, community centers, etc. The goal is to meet the needs of the family and screen and assess at a convenient time and location for the family.*
 - Is there a clinician in the program (e.g. part of the ATCC team) who conducts these or do you subcontract with a local community provider? *Yes, screening and assessment is conducted by TASC Specialists who are all clinicians.*
 - Who provides the clinical treatment services for your ATCC enrollees? *We refer out to a variety of community providers. Families are matched with treatment services that best meet their needs based on assessment.*

Summary of ATCC Features	
Screening /Assessment	Insert protocol, including what is screened (i.e., MH, SUD, Trauma), and what instruments are being utilized. <i>The GAIN Short Screen is used as the screening instrument. GAIN I, NCFAS, CBCL are all used as part of the assessment process. Collateral information is used for both screening and assessment.</i>
Enrollments	Insert total number of enrollments, and YTD goal. <i>To date we have had 24 enrollments, and for year 1 our target goal was 30 families, for year 2 that will increase to 40 families.</i>
EBPs/Services	List EBPs and services available to enrollees. <i>The EBP's offered are: GAIN, EMDR, Seeking Safety, CRAFT, Safe Care and CIT.</i>
TA received	Describe TA that has been received by the grantee since the Year 1 start date. <i>We have not received TA, however has requested TA on 2 occasions. The first request was denied because we were on a Corrective Action Plan, and we are waiting to finalize the 2nd TA request for a facilitated work group.</i>
Trauma Informed Care Training	List the number of trauma trainings provided by the trainers, and respective recipients. <i>There was a delay in the Trauma Informed Response training due to not being able to access training materials. The training occurred August 23, 2012 to 40 participants.</i> <i>EMDR training was also conducted for partner treatment agencies. The training consisted of a series of 3 trainings for 8 providers.</i>

FIDC WAIVERS

GUARDIAN AD LITEM'S WAIVER REGARDING A PARENT'S PARTICIPATION IN FAMILY INTEGRATED DRUG COURT

I understand that _____
(hereinafter referred to as "FIDC client"), a party to Case No. _____
(hereinafter referred to as "D&N case") has chosen to participate in the Family Integrated Drug Court (FIDC).

I understand that FIDC court hearings will be held to discuss the FIDC client's progress on their treatment plan, focusing on living a clean and sober life in addition to any regularly scheduled hearings in the D&N case.

I understand that a meeting of the FIDC team (Judge, City Attorney, Probation Officer for the FIDC client, MH professional, TASC representative and Social Worker) will meet prior to each court hearing to discuss issues relating to the FIDC client's recovery from substance abuse addiction and rehabilitation in other areas.

I understand that some of the issues they will discuss will involve day-to-day living, who the party should/should not associate with, and other matters relating to living a clean and sober life.

I understand that during the FIDC client's FIDC court hearings, the judge may deliver to that parent encouragement and incentive items to assist and motivate that parent in their recovery.

I understand that THE Minor Child(ren)'s relationship to the party may be discussed in FIDC though no decisions regarding general issues in the D&N case will be decided (such as visitation, no contact orders, placement of the Minor Child(ren)).

I understand that I may attend the FIDC client's FIDC staffing meetings and FIDC court review hearings.

Any discussion which does occur regarding general D&N case issues which arise will be communicated to me, my attorney and other parties in the D&N case through inclusion in Denver Department of Human Services court reports or other means.

All parties will be updated on the progress of the FIDC client through DDHS' court reports filed for regularly scheduled D&N case hearings.

I understand that no court orders will be made or changed at the parent's FIDC staffing meetings or FIDC review hearings except modifications to the FIDC client's treatment plan related to their recovery.

I (and the other RPC attorneys and GALs, if any for the parent) will be notified of the FIDC client's FIDC court hearings by the posting of the FIDC docket on the first business day of the week that the FIDC hearing is scheduled or as otherwise requested. Private Counsel and parties other than Respondent Parents . I agree that the FIDC client named above can participate in FIDC.

I agree that the FIDC client may participate in FIDC.

Or,

I agree that the FIDC client may participate in FIDC on the following conditions: (check those that apply)

(1) I will get personal notice of the FIDC client's FIDC hearings. _____

(3) Other conditions: _____
relating to FIDC client's participation in the FIDC.

I understand and agree to the FIDC client's participation in FIDC as outlined above.

_____ (date: _____)

Printed Name: _____

**NON-PARTICIPATING PARENT'S WAIVER REGARDING A PARENT'S PARTICIPATION
IN FAMILY INTEGRATED DRUG COURT**

I understand that _____
(hereinafter referred to as "FIDC client"), a party to Case No. _____
(hereinafter referred to as "D&N case") has chosen to participate in the Family Integrated Drug Court
(FIDC).

I understand that FIDC court hearings will be held to discuss the FIDC client's progress on their
treatment plan, focusing on living a clean and sober life in addition to any regularly scheduled hearings in
the D&N case.

I understand that a meeting of the FIDC team (Judge, City Attorney, Probation Officer for the
FIDC client, MH professional, TASC representative and Social Worker) will meet prior to each court
hearing to discuss issues relating to the FIDC client's recovery from substance abuse addiction and
rehabilitation in other areas.

I understand that some of the issues they will discuss will involve day-to-day living, who the
party should/should not associate with, and other matters relating to living a clean and sober life.

I understand that during the FIDC client's FIDC court hearings, the judge may deliver to that
parent encouragement and incentive items to assist and motivate that parent in their recovery.

I understand that my name and my relationship to the party may be discussed in FIDC though no
decisions regarding general issues in the D&N case will be decided (such as visitation, no contact orders,
placement of the Minor Child(ren)).

I understand that my attorney may attend the FIDC client's FIDC staffing meetings and FIDC
court review hearings.

Any discussion which does occur regarding general D&N case issues which arise will be
communicated to me, my attorney and other parties in the D&N case through inclusion in Denver
Department of Human Services court reports or other means.

All parties will be updated on the progress of the FIDC client though DDHS' court reports filed
for regularly schedule D&N case hearings.

I understand that no court orders will be made or changed at the other parent's FIDC staffing meetings or FIDC review hearings except modifications to the FIDC client's treatment plan related to their recovery.

My attorney (if court appointed, and the GAL, will be notified of the FIDC client's FIDC court hearings by the posting of the FIDC docket on the first business day of the week that the FIDC hearing is scheduled or as otherwise requested. Counsel, including Private Counsel and parties other than Respondent Parents and the GAL, may do a Judicial web search for any FIDC review hearings set for the identified FIDC client. I agree that the FIDC client named above can participate in FIDC.

I agree that the FIDC client may participate in FIDC. Or,

I agree that the FIDC client may participate in FIDC on the following conditions: (check those that apply)

(1) I will get personal notice of the FIDC client's FIDC hearings. _____

(2) My attorney will get personal notice of the FIDC client's FIDC hearings. _____

(3) Other conditions: _____
relating to FIDC client's participation in the FIDC.

I have discussed the other parent's participation in FIDC with my attorney.

I understand and agree to the FIDC client's participation in FIDC as outlined above.

_____ (date: _____)

Printed Name: _____

Declaration of Parent's Attorney

I spoke with my client regarding these Acknowledgements & Agreements. I thoroughly reviewed them with my client. My client appeared to understand them and agreed to all of their terms. I am signing this form on her/his behalf until the client can sign it personally.

_____: _____ (date: _____) Attorney

Printed Name: _____

ICWA Assessment Form

Caseworker Name: _____

Court Case Number: ____JV____ Biological Parent _____

Source of Information: _____

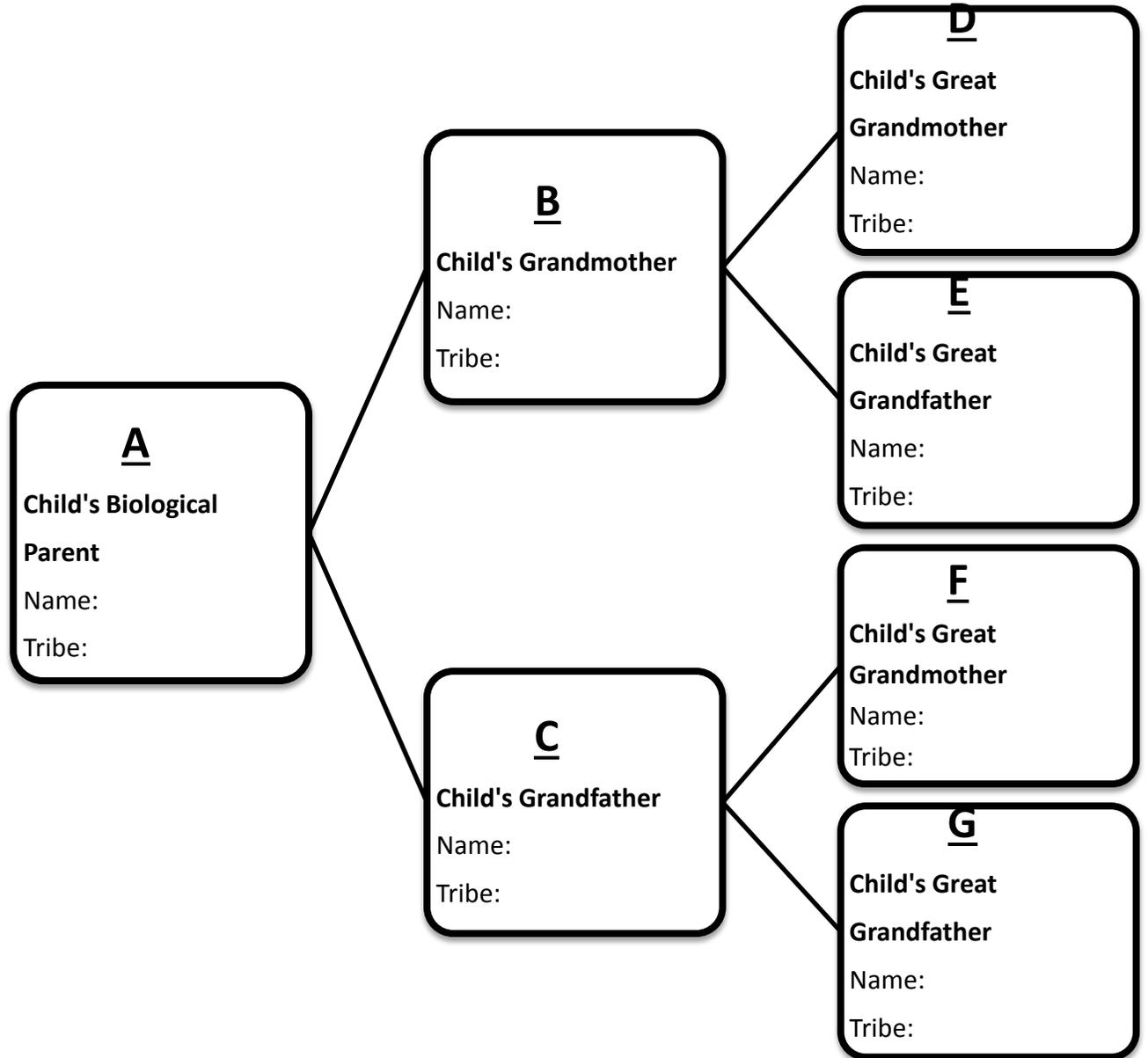
Date: _____

Please meet with the family and return this completed form to the child welfare legal department within 5 days of today's date.

Date to meet with family: _____

- The information requested below is necessary to determine if the Indian Child Welfare Act (ICWA) applies to the child(ren) listed on the petition in dependency or neglect. *At the time of the initial intake, and throughout* a dependency and neglect case, the caseworker is required to ask family members if they or any of their relatives are of American Indian or Alaska Native ancestry.
- This assessment form should be completed by the caseworker after gathering information from a knowledgeable parent, guardian, or family member on behalf of the child whose ancestry is in question. Contact your supervisor or the legal department if you have any questions regarding proper procedure for ICWA compliance.
- PLEASE FILL OUT THIS FORM AS ACCURATELY AND AS THOROUGHLY AS POSSIBLE. THE INFORMATION ON THIS FORM WILL INFLUENCE *THE ENTIRE COURSE OF ACTION* IN THE DEPENDENCY AND NEGLECT CASE.
- A copy of this form will be sent to the identified tribes, so **please make sure that it can be read!**
- Please be sure to sign the form on the last page after completing it. *
- **PLEASE REMEMBER:** *Continuing* inquiry must be made. When new information is received, please notify the Legal office and add the information to the following assessment form.

ICWA Assessment Form: Parent History Chart
THIS INFORMATION IS FOR THE CHILD(REN)'S
RELATIVES



Continue to the next page to complete the information fields corresponding to each family member A-G.

Case Number: _____

Biological Parent: _____

A. Child(ren)'s Biological Parent

B. Child(ren)'s Grandmother

Name (include <u>maiden</u> , <u>married</u> , and <u>former</u> names or aliases):	Name (include <u>maiden</u> , <u>married</u> , and <u>former</u> names or aliases):
Current Address:	Current Address:
Former Address:	Former Address:
Date and Place of Birth:	Date and Place of Birth:
Name and Location of Tribe Affiliated with:	Name and Location of Tribe Affiliated with:
Tribal Membership or Enrollment Number:	Tribal Membership or Enrollment Number:
Date and Place of Death (if deceased):	Date and Place of Death (if deceased):
Social Security # and Additional Identifying Information:	Social Security # and Additional Identifying Information:

C. Child(ren)'s Grandfather

D. Child(ren)'s Great-Grandmother

Name (include any <u>former</u> names or <u>aliases</u>):	Name (include <u>maiden</u> , <u>married</u> , and <u>former</u> names or <u>aliases</u>):
Current Address:	Current Address:
Former Address:	Former Address:
Date and Place of Birth:	Date and Place of Birth:
Name and Location of Tribe Affiliated with:	Name and Location of Tribe Affiliated with:
Tribal Membership or Enrollment Number:	Tribal Membership or Enrollment Number:
Date and Place of Death (if deceased):	Date and Place of Death (if deceased):
Social Security # and Additional Identifying Information:	Social Security # and Additional Identifying Information:

Case Number: _____

Biological Parent: _____

E. Child(ren)'s Great-Grandfather

F. Child(ren)'s Great-Grandmother

Name (include any <u>former</u> names or <u>aliases</u>):	Name (include <u>maiden</u> , <u>married</u> , and <u>former</u> names or <u>aliases</u>):
Current Address:	Current Address:
Former Address:	Former Address:
Date and Place of Birth:	Date and Place of Birth:
Name and Location of Tribe Affiliated with:	Name and Location of Tribe Affiliated with:
Tribal Membership or Enrollment Number:	Tribal Membership or Enrollment Number:
Date and Place of Death (if deceased)	Date and Place of Death (if deceased):
Social Security # and Additional Identifying Information:	Social Security # and Additional Identifying Information:

G. Child(ren)'s Great-Grandfather

***PLEASE SIGN!**

Name (include any <u>former</u> names or <u>aliases</u>):	Name of person(s) who provided information: _____ _____ Relationship to child: _____ _____ Name of Caseworker (print and sign): _____ _____ Date: _____
Current Address:	
Former Address:	
Date and Place of Birth:	
Name and Location of Tribe Affiliated with:	
Tribal Membership or Enrollment Number:	
Date and Place of Death (if deceased):	
Social Security # and Additional Identifying Information:	

INCARCERATED CLIENTS MEMO

TO: All RPC; DJC Judicial Officers & Staff
FROM: Denver Juvenile Court
RE: Incarcerated Clients
DATE: June 5, 2014



The Court continues to expect that RPC be in communication with their incarcerated clients in person, via telephone or letter prior to hearings so that they are not preparing for the hearing on the day that the hearing is scheduled. The judicial officers expect that communication with clients will take place sufficiently prior to the hearing date and/or time that it does not cause delay in the proceedings. RPC should expect therefore, to meet with their clients at some time other than in the courtroom at the time that the hearing is scheduled to proceed (such as communicate via phone, letter or in person at the facility where they are housed or, when appropriate, meet with the client in the attorney client visitation rooms).

Failure to adequately prepare for hearings in advance of hearings may be a basis upon which RPC contracts are not renewed. This policy is intended to ensure that those attorneys with whom the Judicial Department contracts for provision of RPC services are meeting their ethical and other obligations.

INTERPRETER MEMO



STATE OF COLORADO
SECOND JUDICIAL DISTRICT

Office of the Court Interpreter

Denver District & Juvenile Courts

August 25, 2014

MEMO

To: Juvenile Courts, Court Appointed Attorneys (CTAs)
From: Samir Farah, Managing Interpreter
Re: Court approved interpreter for out-of-court client communication.

Under **CJD 06-03** the Office of the Court Interpreter shall assign **ONLY** authorized language interpreters for all court appointed procedures.

Contract or staff interpreter services for interpretations of short consultations requested by CTA attorneys are provided without cost if such consultations are in conjunction with a scheduled in-court proceeding occurring immediately before or after such proceeding.

In the event that a CTA attorney requires the assistance for out-of-court client communication, the CTA must obtain Court approval before attempting to schedule an interpreter. Once the Court gives the authorization the CTA attorney must contact the Office of the Court Interpreter with the correspondent case information to arrange for an interpreter at least a week in advance.

For Spanish language requests contact the **Managing Interpreter at 720-337-0594**
(samir.farah@judicial.state.co.us)

For languages other than Spanish contact **Mari Welch at 720-337-0595**
(mari.welch@judicial.state.co.us)

The CTA attorney should avoid hiring contract language interpreters directly as payment cannot be verified and will not be authorized by the office of the Court Interpreter.

For questions and concerns please contact the Managing Interpreter.

Managing Interpreter ✉ Samir Farah
Room B51, 520 West Colfax ✉ Denver, CO 80204
Tel. (720) 3370594 ✉ Fax (720) 337-0505

MEDIATION GUIDELINES & POLICIES

DENVER JUVENILE COURT

DEPENDENCY & NEGLECT
MEDIATION GUIDELINES & POLICIES

On November 1, 2000, Denver Juvenile Court began implementation of EPP (Expedited Permanency Planning). On that same date our judges and magistrates began having the option of ordering D&N cases to mediation. This document is a description of the Guidelines and Policies in which to achieve successful mediation in Denver Juvenile Court. It is circulated to all participants, including guardians *ad litem*, parents' attorneys, caseworkers, city attorneys, CASAs, judges and magistrates, as well as treatment providers. Initial funding for the mediation is provided by the Denver Department of Human Services.

The Guidelines and Policies were derived from a three-day "Participants of Mediation" training in September 2000 in which over 100 professionals from Denver Juvenile Court attended. Input has also been included from a meeting among mediators, the Juvenile Bench, and the Family Court Facilitator.

Please keep a copy of these Guidelines and Policies for your future reference. Additional copies are available in Room 125 of the Denver Juvenile Court.

Starting Mediation

Mediation will be ordered at any stage of a D&N case: first hearing (detention hearing); pre-trial, adjudication, disposition, or status conference (prior to a termination hearing), or at any point to help move the case along. A judge or magistrate will order mediation. Any party may recommend mediation, but the Court must first authorize it.

Criteria for selecting a case for mediation include one that has:

- A parent who enters a denial to the allegations contained in the petition;
- A parent who contests the terms of a Family Services Plan (treatment plan);
- Contested custody; or
- A contested permanency plan.

Reasons for ordering mediation include a savings of time for professionals and the court, as well as an opportunity to share information with parents and children (if old enough to participate).

Cases will generally not be suitable for mediation if there is one of the following:

- A mentally ill parent;
- A developmentally disabled parent; or

- There are non-appearing parents.
- Guidelines for Ordering Mediation

The order for mediation will usually occur in the courtroom.

The magistrate or judge will:

- Enter a verbal order, which will be recorded by the Division Clerk on ECLIPSE, the state computer system.
- Order the parents and the professionals in court to schedule a subsequent two-hour block of time that is available on everyone's calendar. This block of time is the date that is scheduled for mediation and will be recorded by the Division Clerk on ECLIPSE.

Guidelines for Scheduling Mediation

A copy of the minute order will be given to the Family Court Facilitator after the hearing, who will contact a mediator who is available at the date and time scheduled by the case participants. In order to meet the needs of parents, mediation will be conveniently scheduled in the Lindsey-Flanigan Courthouse. The participants in the mediation will be notified of the exact location of the mediation, as well as the name, address and telephone number of the mediator.

Who May be Required to Attend Mediation

- C. Respondent parents
- D. If necessary, an interpreter for a parent
- E. Parents' counsel
- F. DDHS caseworker
- G. Guardian *ad litem*
- H. CASA volunteer
- I. Any other individual who the mediator believes is necessary to reach an agreement

A respondent parent who is not subject to the issues surrounding mediation will not be required to attend mediation. To be certain whether you are required to attend, please contact the mediator. The mediator will determine whether or not your presence is necessary.

The Mediator

1. Does not offer psychological therapy, emotional assessment, or legal or financial advice;
2. Is trained as a mediator and has participated in a number of D&N mediations;
3. Is not a contract D&N attorney;
4. Is a neutral person in the mediation;
5. Will make every effort to communicate with each participant prior to each mediation to discuss the participant's role in mediation;
6. As soon as possible after the mediation, will direct the participants to go to court to record the agreement.

Guidelines for a Successful Mediation

Jurisdictions in other parts of Colorado have been using mediation in D&N cases for several years before Denver Juvenile Court. Those counties include: Arapahoe, El Paso, Weld, and Boulder. Participants of mediation in these programs report that in order to be successful, the following is required of each participant:

- d. Be on time;
- e. Bring a calendar in the event a second mediation is needed;
- f. Continually evaluate options from a future position –
 - a. Will this choice work for the best interests of the child?
 - b. Will this choice accomplish a positive result for the family?
 - c. Will this choice be viable in one year?
- g. Abide by the terms of the agreement.

Mediation will be scheduled for two hours, but it will not last that long if a resolution can occur sooner. In addition mediation will not last longer than two hours unless all participants believe a resolution is imminent and agree to continue mediating beyond the original two hours.

Mediation Agreement

Once mediation is held and an agreement is reached, the terms of that agreement can be conveyed to the Court by one of three methods:

- d. All mediation participants appear before a magistrate or judge and record the terms of the agreement in open court; or
- e. A written stipulation or agreement prepared by the mediator is filed with the court, or
- f. If possible, the stipulation or agreement should be tendered to the court the date the mediation is completed and no later than the date of the next scheduled hearing.

Further Information

For additional information please contact Barbara Bosley, Family Court Facilitator at Denver Juvenile Court. Her address is 520 West Colfax, Room 125, Denver, CO 80204. (720) 337-0584 – telephone. (720) 337-0574 – telefax. barbara.bosley@judicial.co.state.us – email.

ROAD MAP FORM

DENVER JUVENILE COURT ORDERS

Your COURT CASE NUMBER is: _____ RESPONDENT: _____

Your Caseworker's Name is: _____ Caseworkers Phone#: _____

Your Attorney's Name: _____

Your Child's Guardian Ad Litem is: _____

YOU ARE ORDERED TO DO THE FOLLOWING:

- 1) Cooperate with the Caseworker, GAL and all professionals on this case
- 2) Always notify your Caseworker, GAL and attorney of any changes to your address or phone number
- 3) Sign any necessary "release of information" as it pertains to this case
- 4) Complete and return the Relative Affidavit to your caseworker within **5 days** to assist in locating relatives who may be able to assist in supervising visits or providing a temporary home for your child. (RPC to file with court and furnish copies to all parties.)
- 5) Complete and return the ICWA Assessment Form to your caseworker within **5 days**.
- 6) Participate in a Substance Abuse Screening - Contact the Substance Abuse Coordinator at 720.944.6095
- 7) Participate in a Mental Health Appointment:
Location: 1200 Federal Blvd. Denver, CO 80204 - Contact 720.944.6356 (A-L) or 720.944.6053 (M-Z)
OR Continue with your current mental health treatment provider.
- 8) Participate in a Domestic Violence Assessment:
- 9) You are to have NO contact with:
- 10) You are not to allow _____ to have contact with your child(ren).
- 11) Cooperate with genetic testing
- 12)

PLACEMENT / VISITATION WITH YOUR CHILD:

Your child(ren) is/are in the custody of the Denver Department of Human Services and placed _____.

Your first visit with your child(ren) will be on _____ supervised by _____.

Your future visitation schedule will be ___ time(s) per week for _____ hour(s) supervised by _____.

- The court authorizes visits to be expanded and the level of supervision reduced upon the agreement of the Caseworker and GAL.
- Your child(ren) is/are placed with you and supervised by the Department of Human Services. This means that you are to allow the Caseworker and GAL to see your children for announced and unannounced visits and you are not to leave the children in the care of someone else without preapproval by the Caseworker.
- The statutory protections of C.R.S. § 19-3-207 enter as Orders of the Court.

YOUR NEXT COURT DATE/TIME: _____ @ _____ in _____

JUDICIAL OFFICER SIGNATURE: _____ DATE: _____

STIPULATION PROCESS AND ORDER

Dependency and Neglect Stipulation Orders

In an effort to reduce the wait time for families and parties in D&N actions scheduled for review or permanency planning hearings, the Court has developed a stipulation order. The order is intended to serve as an agreement between the parties and the Court to vacate the scheduled hearing, adopt findings as presented in court reports and obtain a future hearing date, without the necessity of a full-blown hearing.

Procedures for Parties

- Stipulation orders will be available in each courtroom for the use of the parties.
- It is the responsibility of the parties to fully complete the stipulation order; including,
 - All related case information
 - Names
 - Case numbers
 - Appropriate Division number
 - b. The name of the case worker and date the report was filed
 - c. Appropriate recommendations
 - Whether adopted as recommended; or,
 - Any amendments to the report
 - d. The appropriate dates
 - Current hearing date
 - Future hearing date as provided by the clerk and agreed upon by the parties
 - e. Signature of all parties
- 3. Once completed, present the stipulation order to the Court
 - All parties should be present; there is a potential that the stipulation may not be accepted.
 - The Court will read the stipulation into the record, including the next date.
 - The Court will retain the white copy, the City Attorney receives the yellow copy, and anyone else available may have the pink copy.
 - A minute order will also be entered.

****Please note****

The stipulation may NOT be used for adjudications, termination hearings, permanency planning hearings, or any other case hearing in which an advisement must be given.

JUVENILE COURT , CITY AND COUNTY OF DENVER STATE OF COLORADO 520 West Colfax, Room 125 Denver, CO 80204 720-337-0570	^COURT USE ONLY^
People of the State of Colorado, In the Interest of: <p style="text-align: center;">Child(ren),</p> And Concerning: <p style="text-align: center;">Respondents.</p>	
STIPULATION ORDER	

The undersigned have reviewed the report of caseworker _____, dated _____, and enter into the following Stipulation:

The recommendations contained in the report are acceptable and shall be made an order of the Court. The Court continues to monitor the visitation plan, if any, for the parents and children.

The recommendations contained in the report shall be amended as follows and shall be made an order of the Court: _____

The Court continues to monitor the visitation plan, if any, for the parents and children.

The undersigned agree to waive any appearance before the Court on _____, and request that this Stipulation be approved and made an Order of the Court. The undersigned further agree that this Stipulation and Order of the Court shall be reviewed at the next hearing set on _____ at _____, for _____.

_____ Respondent	_____ Assistant City Attorney
_____ Respondent	_____ Caseworker
_____ Counsel for Respondent parent	_____ Guardian ad litem
_____ Counsel for Respondent parent	

The Court has reviewed the Court report and the Stipulation of the parties, and adopts the Stipulation. SO ORDERED this _____ day of _____, 20_____.

 Juvenile Court Judge
 56

VIDEO ADVISEMENT MEMO**Denver Juvenile Court**
D&N Video Advisement

Listed below is the location of the TV for each day of the week:

Monday	Tuesday	Wednesday	Thursday	Friday
Courtroom 2B	Courtroom 2B	No hearings	Courtroom 2D	Courtroom 2D

1. Courtroom 2D will be open on Thursdays and Fridays. If a courtroom is locked please contact Family Court Facilitator (720-337-0584).
2. 11:00 a.m. Parents arrive on second floor. The RPC will direct parents to the courtroom where the TV is set up to show the video (see above).
3. The DVD will already be inserted into the TV. Instructions are: plug in the TV and turn it on. The DVD screen should appear. If not, press “DVD”. On the screen both “English” and “Spanish” will be listed. To play the English version, press “1” on the remote control. For the Spanish version, press “2” on the remote control.
4. If the video needs to be stopped and started again, press “Menu” on the remote and the first screen will appear.
5. If the RPC should need assistance with the TV and video, please contact the Family Court Facilitator.
6. The parents will receive paperwork *after* viewing the DVD with instructions to begin filling out the forms. A supply of CAC applications and Handbooks will be placed on the TV stand. The Advisement and Affidavit for each parent are located inside each Handbook.
7. 12:00 Caseworkers and GALs arrive.
8. 1:00 p.m. Hearings begin.

***For additional forms or Parent Handbooks,
please contact Family Court Facilitator 720-337-0584***

YOUTH ATTENDANCE AT PERM PLANNING HEARINGS

TO: All GALs
FROM: Denver Juvenile Court
RE: Youth Attendance at Permanency Planning Hearings
DATE: June 5, 2014



The Court continues to encourage older youth to attend permanency planning hearings. There continues to be a letter that will be included in the notices that are routinely sent out by our office to all parties, including foster families. Because our notices for permanency planning hearings are sent out at least 6 months in advance, and because we do not wish to wait for 6 months to inform the foster parents about this program, we are asking your assistance in notifying the foster parents of children you represent. We would ask that in preparation for your permanency planning hearings in which you represent foster children that you also share this letter with the foster parents.

Thank you very much for your help. If you have any questions please contact either Barbara Bosley or Sarah Hill.

FOSTER PARENT LETTER



Denver Juvenile Court

520 WEST COLFAX, ROOM 125
DENVER, CO 80204
720-337-0570

Dear Foster Parent:

I am writing to let you know about a very special program in Denver Juvenile Court, as well as ask you for your assistance.

It has come to the attention of many of us who work with dependency & neglect cases that sometimes adolescents may not have the chance to appear in court during hearings that affect what will be happening to them. Through a very successful Model Court program in which our court has been involved, we have developed a method to get our youth to court.

We have identified specific permanency planning hearings scheduled in our courtrooms and involving youth who are over 12 years old and older. Working with the guardians ad litem as well as the respondent parent attorneys, we are asking that those youth be contacted directly about coming to court for their permanency planning hearings.

We expect that as the foster parent for one of these adolescents, you will be contacted through the regular notice for a permanency planning hearing that is sent out, and would ask that you help arrange for the adolescent in your home to come to court. We would also encourage you to attend the hearing if at all possible. We appreciate your insights and thoughts on the permanent plan for this youth.

Thank you for all of your help, and please contact your child's guardian ad litem or caseworker if you have any questions.

Sincerely,

Judge D. Brett Woods
Presiding Judge

D&N APPEALS MEMO

TO: Contract Attorneys
FROM: Denver Juvenile Court
RE: D&N Appeals
DATE: June 4, 2014



As many of you are aware, appellate deadlines are expedited for dependency and neglect cases under C.A.R. 3.4.

Notice of Appeal & Designation of Record

- Notice of Appeal and Designation of Record are one pleading. C.A.R. 3.4(b)(1)
- Notice of Appeal must be filed within **21 days** after the entry of the juvenile court order. C.A.R. 3.4(b)(1).
 - The entry of the order is the date that the court signed a written order (not the verbal ruling).
 - Where feasible counsel should file Notices of Appeal in companion cases under one appellate case number. This will avoid conflicting due dates for the record and Petitions on Appeal.
- Counsel must file an advisory copy of the Notice of Appeal with the juvenile court the same day as it is filed with the appellate court. C.A.R. 3.4(b)(1), (e)(2).
 - The juvenile court uses the date that the Notice was filed with the COA in calculating due dates.
 - Failure of counsel to immediately serve an advisory Notice with the juvenile court may result in delays or missed deadlines.
 - If the hearing was on tape or digitally recorded the Designation must be served on the Clerk of Court or Marla Bohling if the COC is not available.
 - Appellate pleadings filed with the juvenile court should contain the juvenile court case number.
- The Notice of Appeal must be signed by the appellant's trial counsel. C.A.R. 3.4(d).
 - There is no Substitution of Counsel at this stage.
- The Notice of Appeal/Designation of Record must be served on any court reporter listed in within the designation. C.A.R. 3.4(e)(2).
 - Failure of counsel to immediately serve the court reporter with the Notice may result in delays or missed deadlines.
- Designation of Record must:
 - Specify the **correct** date of the hearing to be transcribed as well as the court reporter that was at said hearing. If the hearing was on tape or digitally recorded, that needs to be noted as well.
 - If the date is incorrect, the court reporter will not transcribe the document.
 - Trial counsel must ensure that they have included necessary hearings in the pleading. Reliance upon Substitute Counsel to fill in the gaps will be difficult due to the time constraints.

- A Motion and Order to Pay Transcript at State Expense should be filed simultaneously with the Notice of Appeal/Designation of Record.
- Any Supplemental Designation of Record must be filed within 7 days of the filing of the Notice of Appeal/Designation of Record. C.A.R. 3.4(e)(4).

Record on Appeal

- The Record on Appeal is due within **42 days**. C.A.R. 3.4(f)(1).
- Any party may request an unedited transcript from a court reporter by filing a written request. C.A.R. 3.4(e)(6).
 - Any unedited transcript is a straight copy of the reporter's notes. It is not cleaned up in any manner to include party names, etc.
 - It may take the court reporter up to a week to provide the unedited transcript.
 - The request includes a waiver of liability for any errors in the unedited transcript.
 - The Notice of Appeal/Designation of Record should be filed with the court prior to any requests for unedited transcripts at the state expense.
- It is the appellant's responsibility to ensure that the record is timely filed. C.A.R. 3.4(f).
 - Counsel should check with the court reporter to ensure that the record is being prepared and that no extensions are needed.
 - If an extension is needed, it is the appellant's responsibility to prepare that for filing with the appellate court. C.A.R. 3.4(f)(2).

Suggestions:

- Maintain a list of appellate issues as they occur during the hearing because counsel will not be able to peruse the record to determine appealable issues before filing their Petition on Appeal.
- Let the court reporter know as soon as you know that your client will be appealing the decision of the court.
 - If the Judge issued a verbal ruling on March 1st, the Judge signs it on March 15, and the Notice is filed on April 4th, that is an entire month the court reporter could be working on a transcript.
 - If you receive a call regarding missing paperwork from the clerk's office, please try and provide a copy to them as soon as possible. If it is not received in a timely fashion, it will not be included in the record.
- Motions for Substitution of Counsel and other pleadings in expedited appeals should be so identified:
 - If so identified the Clerk's Office will process them in the same manner as forthwith pleadings.
 - When possible, walking orders to the division for signature is suggested.
- The Court of Appeals has published an Appellate Guide for Parties in D&N cases. To access that document, go to: http://www.courts.state.co.us/Courts/Court_Of_Appeals/Forms_Policies.cfm and click on "Dependency & Neglect."

RELATIVE AFFIDAVIT FORMS 2014

ALL OF THE 2014 RELATIVE AFFIDAVIT FORMS ARE INCLUDED IN THE FOLLOWING PAGES. THE CONTENTS ARE AS FOLLOWS:

- DJC- Relative Affidavit Formalized Procedure (5/22/2014)
- Relative Affidavit Part I: Advisement
- Relative Affidavit Part II: Relative Affidavit
- Notice of Deposit of Relative Affidavit
- Addendum Notice of Deposit of Relative Information
- Family Tree
- Circle of Support
- Family Tree (Spanish)
- Circle of Support (Spanish)
- Relative Affidavit Part II: Relative Affidavit (bilingual)
- Relative Affidavit Part II: Relative Affidavit (Spanish)

DENVER JUVENILE COURT -- RELATIVE AFFIDAVIT
FORMALIZED PROCEDURE

As a project of the BPCT and CQI, the Relative Affidavit form has recently been revised, and the process for filing it formalized.

*The form now has a greater emphasis on family and kin supports for parents and children, rather than just focusing on placement options.

*The form continues to be in 2 parts.

a. The first part, the single front sheet page, is the Relative Affidavit Advisement Form, as required by C.R.S. §19-3-403.

b. The second part contains the sections which allow the parents to provide information regarding relatives and friends who can be a resource for the family. This part now also includes a “Family Tree” page, and a “Circles of Support” page, to encourage parents to think of anyone who can help and support them and their children.

*The two parts should be filed as follows:

a. The front sheet / Advisement form, should be signed by the parent and provided to the judicial officer in open court at the first hearing the parent attends.

b. The second part is to be filled out by the parent and provided to that parent’s RPC.

...RPC is to file the Relative Affidavit with the Court within 7 days of the hearing, with the Notice of Deposit form that has been devised. Copies of the Notice of Deposit and the second part of the Relative Affidavit are to be sent to the ACA, caseworker, GAL, and CASA, if one is appointed on the case.

...If at the 7 day mark, RPC has not received any relative or kin information from the parent, then RPC is to file the Relative Affidavit blank. The Court can then follow up with the parent at the next hearing regarding relatives and kin.

*Adding information to the Relative Affidavit after filing

If anyone obtains information about additional relatives or kin for a family, that person will file an Addendum Notice of Deposit with the Court, and send copies to the ACA, caseworker, GAL, and CASA

To encourage more focus on locating relatives and kin who can assist and support families in D+N cases, inquiries will be made at VOICES meetings regarding relatives and kin.

Judicial officers should also check files to see if the second part of the Relative Affidavit has been filed with the Court, and inquire of the parents and RPC if it has not.

JUVENILE COURT, CITY & COUNTY OF DENVER, COLORADO LINDSEY-FLANIGAN COURTHOUSE, RM. 125 520 W. COLFAX, DENVER, CO 80204	
The People of the State of Colorado In the interest of: _____ Child(ren) and Concerning _____ Respondent(s)	▲ COURT USE ONLY ▲
Attorney or Party Without Attorney (Name and Address): Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg. #: _____	Case Number: Courtroom:
RELATIVE AFFIDAVIT AND ADVISEMENT CONCERNING THE CHILD'S POTENTIAL PLACEMENT PURSUANT TO §19-3-403, C.R.S.	

PART I: ADVISEMENT TO EACH PARENT ATTENDING A TEMPORARY CUSTODY HEARING.

This matter comes before the Court on _____ (date). The Court hereby advises the parent(s) in this case of the following:

1. You are required to fill out the below placement information (Part II – Affidavit) fully and completely under penalties of perjury and contempt of court.
2. You are required to list the names, addresses and telephone numbers of every grandparent, aunt, uncle, brother, sister, half-sibling, and first cousin of the child, and any comments concerning the appropriateness of the child's potential placement with each person.
3. If the child cannot be safely returned to the parents' home, the Court may place the child with appropriate identified relatives who have a significant relationship with the child.
4. If the child cannot be safely returned to the home of the child's parents, failure to identify the relatives in a timely manner may result in the child being placed permanently outside of the home of the child's relatives who have a significant relationship with the child.
5. The child may risk life-long damage to his or her emotional well-being if the child becomes attached to one caregiver and is later removed from the caregiver's home.
6. The Court shall Order the County Department of Human or Social Services to exercise due diligence to contact all grandparents and other adult relatives within 30 days following the removal of the child and to inform them about placement possibilities.

The attached placement information (Part II – Affidavit) must be returned to the Court by _____ (date).

I acknowledge that I have read and understand this advisement.

Date: _____

Signature of Parent

Date: _____

Signature of Parent

This original signed Advisement shall be filed with the Court at the Temporary Custody Hearing and a copy maintained by the Respondent(s) and their counsel.

Case Name _____ v. _____ Case Number: _____

Part II: Relative Affidavit

Must be filed with the Court no later than seven (7) days after the Temporary Custody Hearing or prior to the next scheduled hearing, whichever occurs first.

Please list the names, city/state and approximate age (and other contact information that you know) of your child's grandparent(s), aunt(s) and uncle(s), brother(s), sister(s) and cousin(s) and other adults with a significant relationship to your child for yourself and your child's other parent.

I (print name) _____, a parent in this action, respond as follows to the requested information.

1. Family Support / Relative Information:

Full Name: _____ Relationship: _____
Home Address: _____
Mailing Address: _____
Home Telephone Number: _____ Cell Number: _____
Comments: _____

I want this person to be considered for placement of my child Yes [] No []
I want this person to be involved in supporting my family Yes [] No []

2. Family Support / Relative Information:

Full Name: _____ Relationship: _____
Home Address: _____
Mailing Address: _____
Home Telephone Number: _____ Cell Number: _____
Comments: _____

I want this person to be considered for placement of my child Yes [] No []
I want this person to be involved in supporting my family Yes [] No []

3. Family Support / Relative Information:

Full Name: _____ Relationship: _____
Home Address: _____
Mailing Address: _____
Home Telephone Number: _____ Cell Number: _____
Comments: _____

I want this person to be considered for placement of my child Yes [] No []
I want this person to be involved in supporting my family Yes [] No []

4. Family Support / Relative Information:

Full Name: _____ Relationship: _____
Home Address: _____
Mailing Address: _____
Home Telephone Number: _____ Cell Number: _____
Comments: _____

I want this person to be considered for placement of my child Yes No
I want this person to be involved in supporting my family Yes No

5. Family Support / Relative Information:

Full Name: _____ Relationship: _____
Home Address: _____
Mailing Address: _____
Home Telephone Number: _____ Cell Number: _____
Comments: _____

I want this person to be considered for placement of my child Yes No
I want this person to be involved in supporting my family Yes No

6. Family Support / Relative Information:

Full Name: _____ Relationship: _____
Home Address: _____
Mailing Address: _____
Home Telephone Number: _____ Cell Number: _____
Comments: _____

I want this person to be considered for placement of my child Yes No
I want this person to be involved in supporting my family Yes No

7. Other adults in which my child has a relationship (for example teachers, coach, neighbor, etc) and I want them to be considered for placement of my child:

8. Other adults who could supervise visits, provide transportation, babysit, or that I could call in an emergency: _____

Attach more sheets if necessary in order to list additional family supports and/or relative information.

Parent Signature

Date

JUVENILE COURT, CITY AND COUNTY OF DENVER, COLORADO 520 W. Colfax Denver, CO 80204	▼ Court Use Only ▼
The People of the State of Colorado in the Interest of: Child(ren): Petitioner: Denver Department of Human Services Respondents:	Case No.: Crtrm.:
Attorney for: _____ <u>Attorney Name</u> _____ #(bar number) <u>Address</u> _____ <u>Phone Number</u> _____	
NOTICE OF DEPOSIT OF RELATIVE AFFIDAVIT AND CERTIFICATE OF DELIVERY	

I hereby certify that I have deposited with Denver Juvenile Court the original of the **RELATIVE AFFIDAVIT** as provided by Respondent _____.

CERTIFICATE OF DELIVERY

I hereby certify that a true and correct copy of the foregoing was hand-delivered to the files of the following at Denver Juvenile Court on the _____ day of _____ 2014:

Caseworker:	Family Finder:
ACA:	GAL:
RPC:	CASA:
Other:	

JUVENILE COURT, CITY AND COUNTY OF DENVER, COLORADO 520 W. Colfax Denver, CO 80204	▼ Court Use Only ▼
The People of the State of Colorado in the Interest of: Child(ren): Petitioner: Denver Department of Human Services Respondents:	Case No.: Crtrm.:
Attorney for: _____ <u>Attorney Name</u> _____ # _____ (bar number) <u>Address</u> _____ <u>Phone Number</u> _____ _____ _____	
ADDENDUM NOTICE OF DEPOSIT OF RELATIVE INFORMATION AND CERTIFICATE OF DELIVERY	

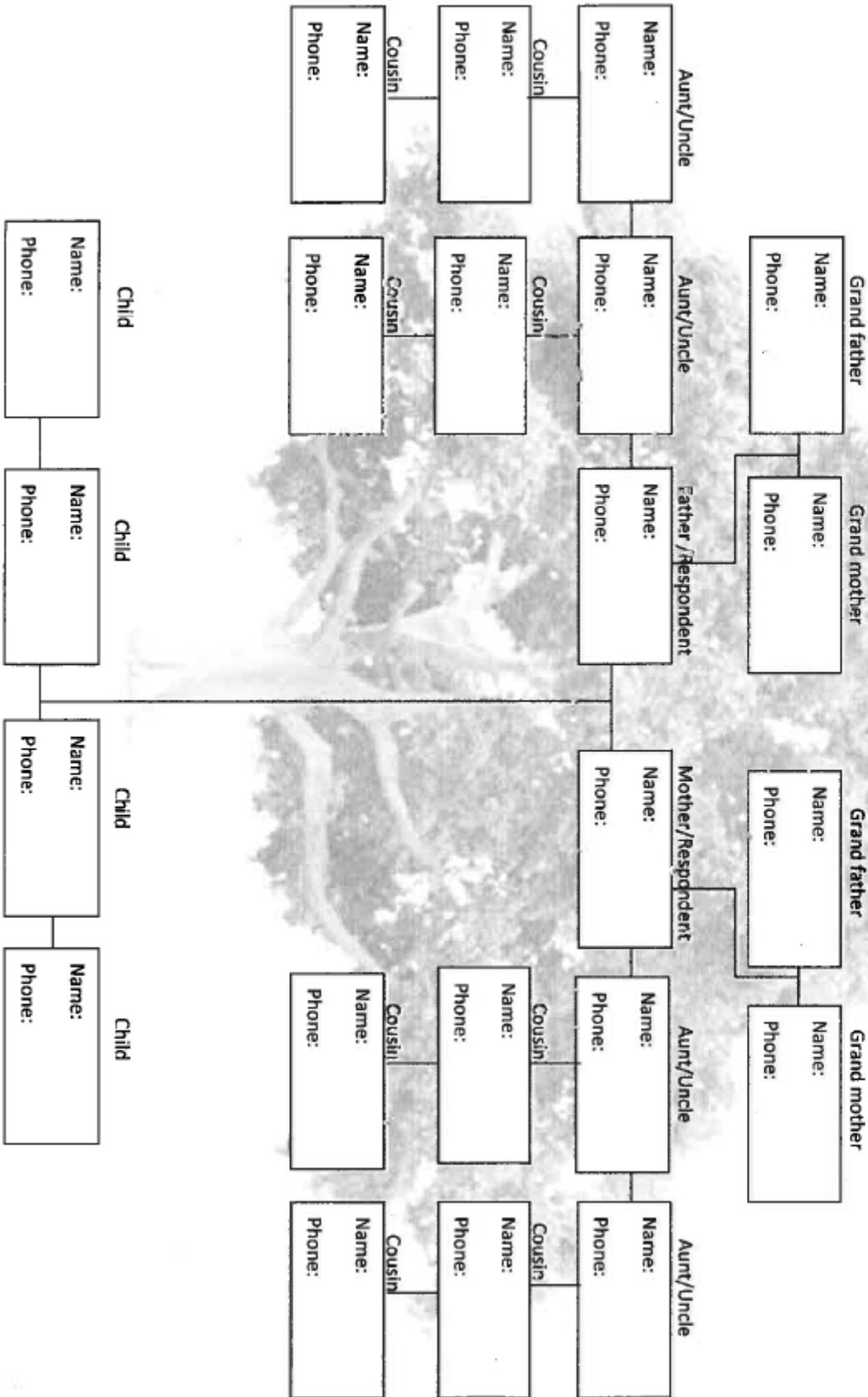
I hereby certify that I have deposited with Denver Juvenile Court the original of the **FAMILY/SUPPORTS AND RELATIVE INFORMATION** as provided by Respondent _____.

CERTIFICATE OF DELIVERY

I hereby certify that a true and correct copy of the foregoing was hand-delivered to the files of the following at Denver Juvenile Court on the _____ day of _____ 2014:

Caseworker:	Family Finder:
ACA:	GAL:
RPC:	CASA:
Other:	_____

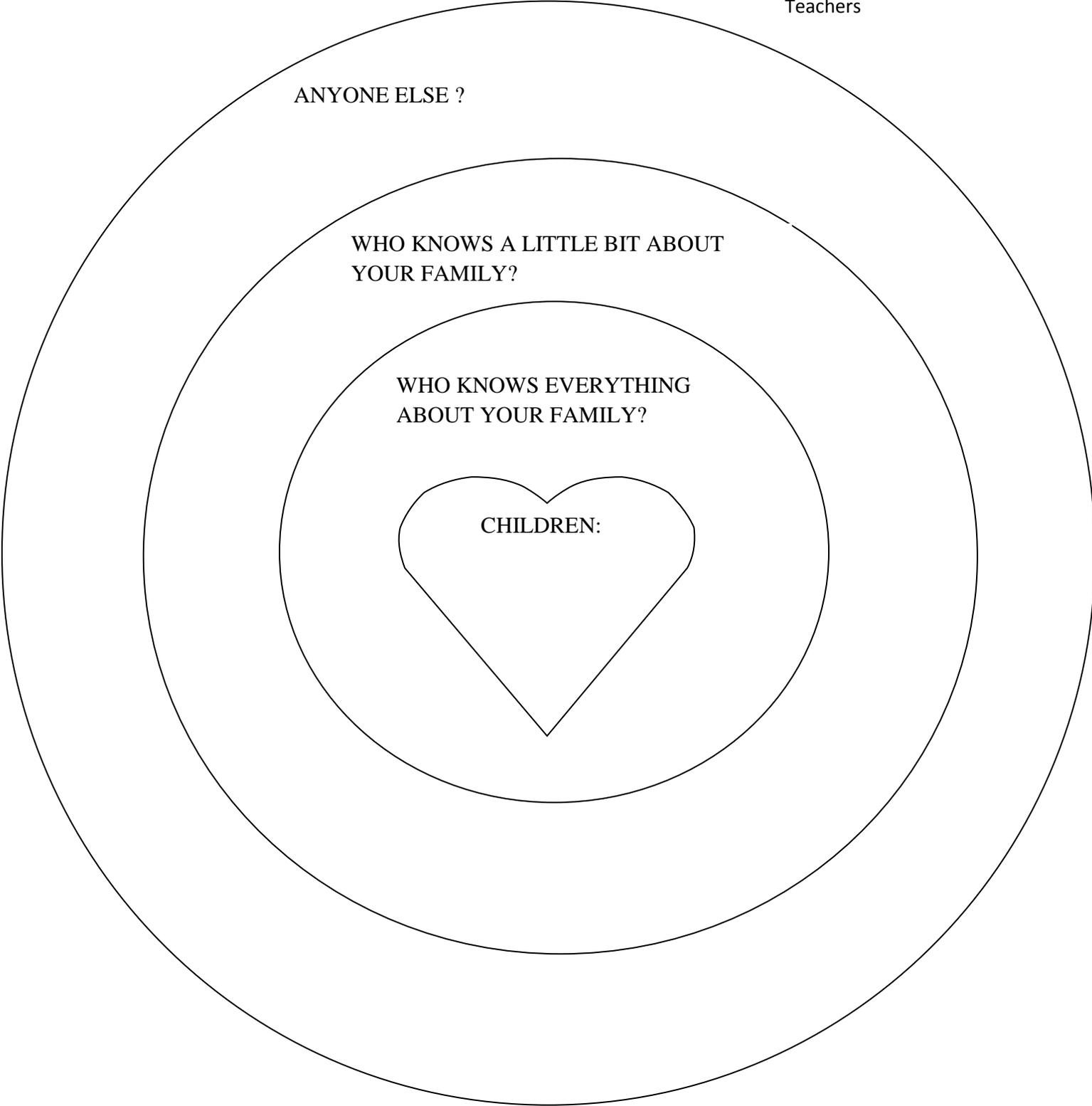
FAMILY TREE



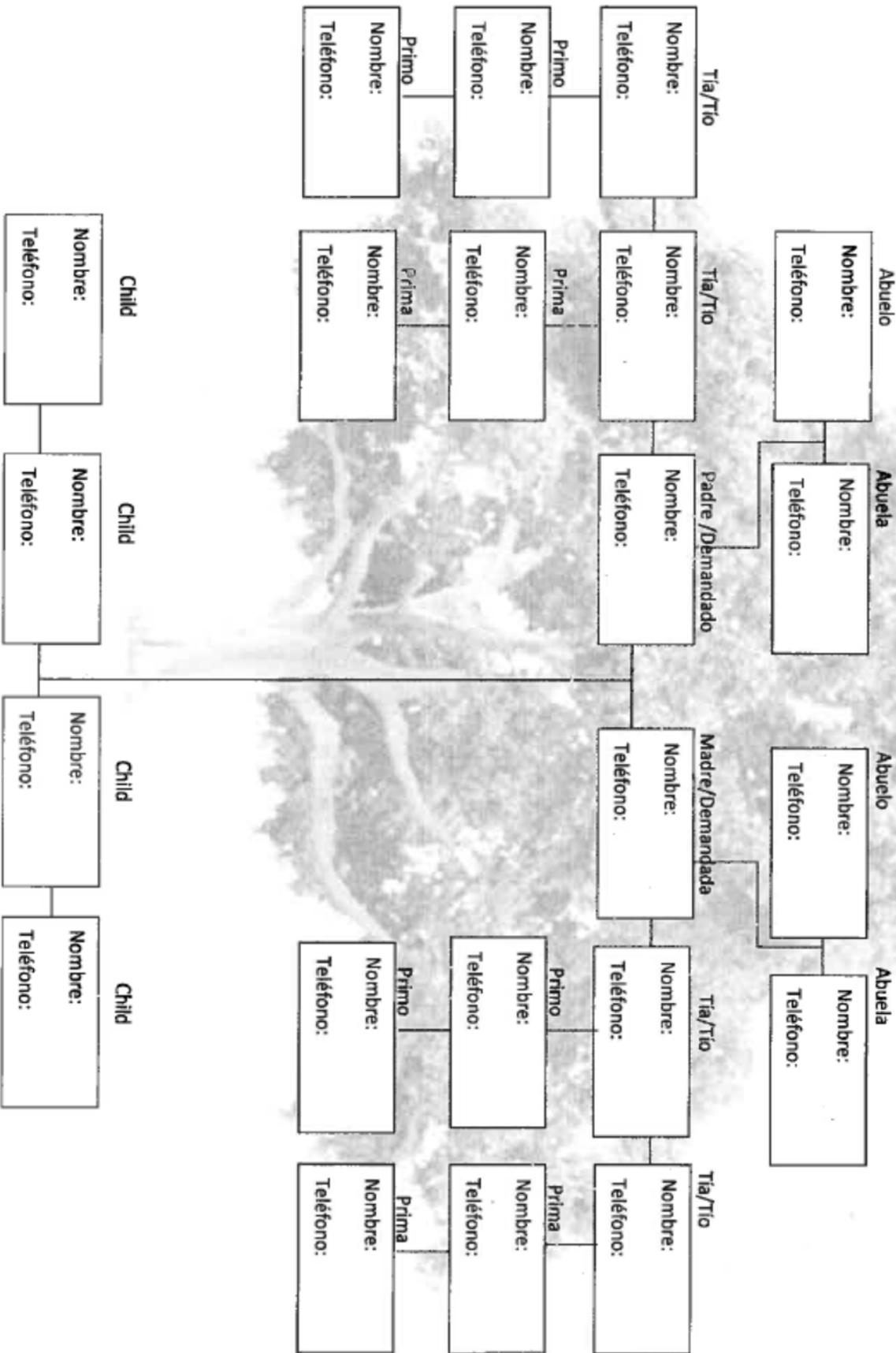
Circles of Support: Anyone in your life or your child/ren’s life that offer support to your family

Coaches

Teachers



ARBOL GENIALOGICO



Círculos de apoyo: Alguna persona en su vida o la de sus hijos(as) que le brinda apoyo a su familia.

Entrenadores

Maestros

Alguién más ?

QUIEN SABE ALGO DE SU FAMILIA?

**QUIEN SABE TODO ACERCA
DE SU FAMILIA?**



Part II: Relative Affidavit

II Parte: Declaración jurada de los familiares

Must be filed with the Court no later than seven (7) days after the Temporary Custody Hearing or prior to the next scheduled hearing, whichever occurs first.

Debe de ser presentada en el Tribunal a más tardar siete (7) días posteriores a la audiencia de custodia temporal o antes de la próxima audiencia programada, cualquiera q se lleve a cabo primero.

Please list the names, city/state and approximate age (and other contact information that you know) of your child's grandparent(s), aunt(s) and uncle(s), brother(s), sister(s) and cousin(s) and other adults with a significant relationship to your child for yourself and your child's other parent.

Favor de enlistar el nombre, ciudad/estado y edades aproximadas (al igual de cualquier otra información de contacto q conozca) de los abuelos, tíos, tías, hermanos, hermanas, primos y otros adultos que tengan una relación cercana con su hijo(a) en lugar suyo y del otro padre o madre.

I (print name) _____, a parent in this action, respond as follows to the requested information.

YO (escriba su nombre) _____, padre/madre del menor en esta acción, responde a continuación a la información solicitada.

1. Family Support / Relative Information:

Full Name: _____ Relationship: _____
Home Address: _____
Mailing Address: _____
Home Telephone Number: _____ Cell Number: _____
Comments: _____

I want this person to be considered for placement of my child Yes No

I want this person to be involved in supporting my family Yes No

1. Familiares de apoyo / Información de los parientes:

Nombre completo _____ Parentezco: _____
Domicilio _____
Dirección postal: _____
Teléfono del hogar: _____ Teléfono celular: _____
Comentarios: _____

2. Family Support / Relative Information:

Full Name: _____ Relationship: _____
Home Address: _____
Mailing Address: _____
Home Telephone Number: _____ Cell Number: _____
Comments: _____

I want this person to be considered for placement of my child Yes No

I want this person to be involved in supporting my family Yes No

2. Familiares de apoyo / Información de los parientes:

Nombre completo _____ Parentezco: _____
Domicilio _____
Dirección postal: _____
Teléfono del hogar: _____ Teléfono celular: _____

Comentarios: _____

Deseo que esta persona sea considerada como residencia para mi hijo(a) Sí No
Deseo que esta persona se involucre en el apoyo de mi familia Sí No

3. Family Support / Relative Information:

Full Name: _____ Relationship: _____
Home Address: _____
Mailing Address: _____
Home Telephone Number: _____ Cell Number: _____
Comments: _____

I want this person to be considered for placement of my child Yes No
I want this person to be involved in supporting my family Yes No

3.Familiares de apoyo / Información de los parientes:

Nombre completo _____ Parentezco: _____
Domicilio _____
Dirección postal: _____
Teléfono del hogar: _____ Teléfono celular: _____
Comentarios: _____

Deseo que esta persona sea considerada como residencia para mi hijo(a) Sí No
Deseo que esta persona se involucre en el apoyo de mi familia Sí No

4. Family Support / Relative Information:

Full Name: _____ Relationship: _____
Home Address: _____
Mailing Address: _____
Home Telephone Number: _____ Cell Number: _____
Comments: _____

I want this person to be considered for placement of my child Yes No
I want this person to be involved in supporting my family Yes No

4.Familiares de apoyo / Información de los parientes:

Nombre completo _____ Parentezco: _____
Domicilio _____
Dirección postal: _____
Teléfono del hogar: _____ Teléfono celular: _____
Comentarios: _____

Deseo que esta persona sea considerada como residencia para mi hijo(a) Sí No
Deseo que esta persona se involucre en el apoyo de mi familia Sí No

5. Family Support / Relative Information:

Full Name: _____ Relationship: _____
Home Address: _____
Mailing Address: _____
Home Telephone Number: _____ Cell Number: _____
Comments: _____

I want this person to be considered for placement of my child Yes No
I want this person to be involved in supporting my family Yes No

5. Familiares de apoyo / Información de los parientes:

Nombre completo _____ Parentezco: _____
Domicilio____: _____
Dirección postal: _____
Teléfono del hogar: _____ Teléfono celular: _____
Comentarios: _____

Deseo que esta persona sea considerada como residencia para mi hijo(a) Sí No
Deseo que esta persona se involucre en el apoyo de mi familia Sí No

6. Family Support / Relative Information:

Full Name: _____ Relationship: _____
Home Address: _____
Mailing Address: _____
Home Telephone Number: _____ Cell Number: _____
Comments: _____

I want this person to be considered for placement of my child Yes No
I want this person to be involved in supporting my family Yes No

Familiares de apoyo / Información de los parientes:

Nombre completo _____ Parentezco: _____
Domicilio____: _____
Dirección postal: _____
Teléfono del hogar: _____ Teléfono celular: _____
Comentarios: _____

Deseo que esta persona sea considerada como residencia para mi hijo(a) Sí No
Deseo que esta persona se involucre en el apoyo de mi familia Sí No

7. Other adults in which my child has a relationship (for example teachers, coach, neighbor, etc) and I want them to be considered for placement of my child:

Otras personas adultas con las cuales mi hijo(a) tiene una relación como por ejemplo maestros, entrenadores, vecinos, y quienes quiero que sean considerados como residencia para mi hijo(a).

Other adults who could supervise visits, provide transportation, babysit, or that I could call in an emergency: _____

Otras personas adultas con las cuales mi hijo(a) tiene una relación como por ejemplo maestros, entrenadores, vecinos, y quienes quiero que sean considerados como residencia para mi hijo(a).

Attach more sheets if necessary in order to list additional family supports and/or relative information.
Adjunte más hojas, si es necesario, a la lista de familiares adicionales de familiares de apoyo / Información de los parientes

Parent Signature

Firma del padre/madre

Date- Fecha

II Parte: Declaración jurada de los familiares

Debe de ser presentada en el Tribunal a más tardar siete (7) días posteriores a la audiencia de custodia temporal o antes de la próxima audiencia programada, cualquiera q se lleve a cabo primero.

Favor de enlistar el nombre, ciudad/estado y edades aproximadas (al igual de cualquier otra información de contacto q conozca) de los abuelos, tíos, tías, hermanos, hermanas, primos y otros adultos que tengan una relación cercana con su hijo(a) en lugar suyo y del otro padre o madre.

YO (escriba su nombre) _____, padre/madre del menor en esta acción, responde a continuación a la información solicitada.

1. Familiares de apoyo / Información de los parientes:

Nombre completo _____ Parentezco: _____

Domicilio____: _____

Dirección postal: _____

Teléfono del hogar: _____ Teléfono celular: _____

Comentarios: _____

Deseo que esta persona sea considerada como residencia para mi hijo(a) Sí No

Deseo que esta persona se involucre en el apoyo de mi familia Sí No

2. Familiares de apoyo / Información de los parientes:

Nombre completo _____ Parentezco: _____

Domicilio____: _____

Dirección postal: _____

Teléfono del hogar: _____ Teléfono celular: _____

Comentarios: _____

Deseo que esta persona sea considerada como residencia para mi hijo(a) Sí No

Deseo que esta persona se involucre en el apoyo de mi familia Sí No

3. Familiares de apoyo / Información de los parientes:

Nombre completo _____ Parentezco: _____

Domicilio____: _____

Dirección postal: _____

Teléfono del hogar: _____ Teléfono celular: _____

Comentarios: _____

Deseo que esta persona sea considerada como residencia para mi hijo(a) Sí No

Deseo que esta persona se involucre en el apoyo de mi familia Sí No

4. Familiares de apoyo / Información de los parientes:

Nombre completo _____ Parentezco: _____

Domicilio _____: _____

Dirección postal: _____

Teléfono del hogar: _____ Teléfono celular: _____

Comentarios: _____

Deseo que esta persona sea considerada como residencia para mi hijo(a) Sí No

Deseo que esta persona se involucre en el apoyo de mi familia Sí No

5. Familiares de apoyo / Información de los parientes:

Nombre completo _____ Parentezco: _____

Domicilio _____: _____

Dirección postal: _____

Teléfono del hogar: _____ Teléfono celular: _____

Comentarios: _____

Deseo que esta persona sea considerada como residencia para mi hijo(a) Sí No

Deseo que esta persona se involucre en el apoyo de mi familia Sí No

6. Familiares de apoyo / Información de los parientes:

Nombre completo _____ Parentezco: _____

Domicilio _____: _____

Dirección postal: _____

Teléfono del hogar: _____ Teléfono celular: _____

Comentarios: _____

Deseo que esta persona sea considerada como residencia para mi hijo(a) Sí No

Deseo que esta persona se involucre en el apoyo de mi familia Sí No

Deseo que esta persona sea considerada como residencia para mi hijo(a) Sí No

Deseo que esta persona se involucre en el apoyo de mi familia Sí No

7. Otras personas adultas con las cuales mi hijo(a) tiene una relación como por ejemplo maestros, entrenadores, vecinos, y quienes quiero que sean considerados como residencia para mi hijo(a).

8. Otras personas adultas con las cuales mi hijo(a) tiene una relación como por ejemplo maestros, entrenadores, vecinos, y quienes quiero que sean considerados como residencia para mi hijo(a).

Firma del padre/madre

Fecha

DENVER DA WAIVER OF NOTICE



DenverDA

Mitchell R. Morrissey, District Attorney - Second Judicial District
201 W. Colfax Avenue, Dept. 801, Denver, CO 80202

Bus. Phone: 720-913-8800
Fax: 720-913-9035

September 12, 2013

The Honorable Karen M. Ashby
Presiding Judge
Denver Juvenile Court
520 West Colfax Avenue, Room 125
Denver, Colorado 80204

Dear Judge Ashby:

This is to notify you the Denver District Attorney's Office hereby waives any notice of hearing pursuant to §19-3-207 and extends the current waiver for an additional year to continue in effect through September 15, 2014.

Section 19-3-207 C.R.S. may be construed to require the Denver City Attorney's Office to give notice to the Denver District Attorney's Office regarding statements that may be of use in a criminal prosecution arising from the same episode. We are aware the statute may give us the right to object to the court ordering the statements inadmissible in future criminal proceedings prosecuted by this office.

This office will not seek to use information derived from testimony obtained pursuant to compulsory process in any dependency and neglect action filed in Denver Juvenile Court pursuant to provisions of the Colorado Children's Code in any criminal case prosecuted by this office. Further, this office can revoke this agreement provided that Denver Juvenile Court is notified 24 hours in advance.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitchell R. Morrissey", written over a horizontal line that extends across the page.

Mitchell R. Morrissey
District Attorney

MRM:bmc

cc: Barbara Bosley