

District Court, _____ County. Colorado Address: <hr/> <hr/> <b>Petitioner:          and          Respondent:</b>	<p style="text-align: center;">▲ COURT USE ONLY ▲</p> <hr/> <b>Case Number:</b> <b>Division: 1</b>
<b>Domestic Relations Case Management Order</b>	

**Court Service on Filing Parties by (name):**  
**Hand Delivered on \_\_\_\_\_ (date) to:**  
**E-filed via JPOD on \_\_\_\_\_ (date) to:**  
**Copy for Respondent given to Petitioner for service on \_\_\_\_\_ (date).**

The Twelfth Judicial District has adopted case management procedures to ensure more efficient resolution of domestic relations cases. **This order reflects procedures to be followed in every case, whether a new Petition or post-decree Motion.**

**OPTION #1: IF NEITHER PARTY HAS AN ATTORNEY:**

**1. TO PETITIONER (The person who filed the Petition or Motion)**

- Unless you filed jointly with the other parties involved, you must have all other parties properly served with the Petition, Summons and Case Management Order. If the filing is a Motion, you must mail a copy to the other party and file a Certificate of Mailing **or** the Motion and Case Management Order.
- Within one (1) week, you need to arrange for these documents to be served on all other parties.
- Within thirty-five (35) days, you must provide proof of service or waiver of service to the Court Clerk.
- Within seven (7) days after filing your proof of service, you must call Twelfth Judicial District Family Court Facilitator, Kaylene Guymon, (719)589-7603.

Your case may be **dismissed** if you do not follow these instructions.

**2. TO RESPONDENT (The person who did not file the Petition/Motion)**

- You must file a Response to the Petition or Motion. Failure to file a Response could result in a waiver of certain rights.

- You must serve or mail the Petitioner and all other parties with a copy of the Response.
  - Within seven (7) days of filing your Response, you must call Twelfth Judicial District Family Court Facilitator, Kaylene Guymon, (719)589-7603.
3. **INITIAL STATUS CONFERENCE.** You will be scheduled for a Status Conference with the Family Court Facilitator to find out about the court process, to complete required forms, identify issues and put any agreements in writing.
  4. **CASE MANAGER.** The Family Court Facilitator, Kaylene Guymon, (719)589-7603, will manage your case. **The FCF is not your attorney and cannot provide you with legal advice.**
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## **OPTION #2: IF ONE PARTY HAS AN ATTORNEY.**

The Family Court Facilitator will not be involved in any case that involves an attorney.

### 1. **TO PETITIONER or THE PERSON WHO FILED A MOTION:**

- Unless you filed jointly with the other parties involved, you must have all other parties properly served with the Petition, Summons and Case Management Order. Any motions must be mailed to the other party or their attorney.
- Within one (1) week, you need to arrange for these documents to be served on all other parties.
- Within thirty-five (35) days, you must provide proof of service or waiver of service to the Court Clerk.
- Within seven (7) days of filing your proof of service, you must contact Domestic Relations Specialist, Kaitlin McCoy at 719-589-7622 to schedule an initial status conference.

Please note that your case may be **dismissed** if you do not follow these instructions.

### 2. **TO RESPONDENT (The person who did not file the Petition or didn't file the Motion)**

- You must file a Response to the Petition or Motion.
- You must serve the Petitioner and all other parties or attorneys involved with a copy of the Response; you may serve the Response by mail to the Petitioner and Petitioner's attorney.
- You must contact Domestic Relations Specialist, Kaitlin McCoy at 719-589-7622 to schedule an initial status conference.

### 3. **CASE MANAGER.** The judge assigned to your case will manage your case.

4. **ATTORNEY FILINGS.** All pleadings and exhibits filed by an attorney must be e-filed (12JD Chief Judge Admin. Order 17-01). **Note requirements for exhibits. For more information please visit:**

[https://www.courts.state.co.us/Courts/District/Local\\_Resources.cfm?District\\_ID=12](https://www.courts.state.co.us/Courts/District/Local_Resources.cfm?District_ID=12).

OPTION #2: IF ONE PARTY HAS AN ATTORNEY (continued)

5. **INITIAL STATUS CONFERENCE.** Status Conferences and Settings are usually held by phone on the first, third and fifth **Thursday** of each month **between 9:00 – 10:00 a.m.** The party or counsel who filed the Petition or post-decree motion must provide written notice to the other party or the other party's attorney. On the day of the Status Conference, the parties and attorneys must call (720) 650-7664 OR (415) 655-0001 and enter access code: 2597-586-3670#. Please mute your phone until your case is called and maintain a quiet background during calls. **Please do not use speaker phones or Bluetooth.**

6. **MOTIONS.** No motions will be heard prior to or at the Status Conference except those listed below:

- Motions for domestic violence restraining orders
- Motions for waiver of filing fees
- Motions for service by publication
- Motions for change of venue or to contest the jurisdiction of the Court
- Motions for entry, withdrawal, or substitution of counsel
- Motions to dismiss
- Motions noted as emergencies and deemed as emergencies by the Court

7. **PRODUCING INFORMATION AND DOCUMENTS.** Before the Status Conference, each party or his/her attorney should provide each of the other parties with the following documents.

- a **Sworn Financial Statement** (as complete as possible) – JDF 1111, plus copies of:
- three most recent months of payroll stubs; OR
- three years' proof of taxable income, if self-employed; AND
- three most recent income tax returns
- current statements of all outstanding bills and loans (**a credit report is recommended**)
- current value of all assets, including homes, vehicles, retirement, and other financial accounts (if a portion of the asset is pre-marital or separate property, you must also provide proof of the value of the asset at time of marriage.
- if there are minor children, proof of any monthly costs of childcare and child's health insurance
- any other documents required under CRCP Rule 16.2

Parties shall provide all relevant information and documents required in the Certificate of Compliance (CRCP Rule 16.2(e)). Documents should be exchanged as quickly as possible so interim orders can be issued as needed and final settlement can be discussed.

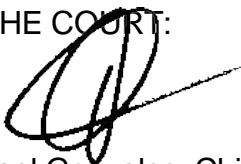
## GENERAL INFORMATION APPLYING TO ALL CASES

1. **SERVICE.** The Petition, Summons and Case Management Order must be served on the other party by a non-party over the age of 18 years. **Personal service in a new case is not accomplished by mail, even if certified,** unless the other party signs and files a notarized Waiver of Service. Only motions filed after initial service of process can be served by mail or hand-delivered by the party who filed the Petition or Motion. Contact Caitlin Mizell at 719-589-7621, or Kaylene Guymon at 719-589-7603, if you are having problems getting the other party(ies) served.
2. **PARENTING CLASS.** A court-sponsored Parent Education Class is **required** in all cases involving minor children. The class schedule and parenting resource list are attached. You must file the Certificate showing that you attended the Parent Education Class. You cannot attend an on-line class unless the judge assigned to your case approves in advance.
3. **PURPOSE OF THE STATUS CONFERENCE.** The purpose is to discuss the case management process and plan the timing of future activity in the case. The Status Conference may be used to identify and discuss issues; set deadlines for providing information and documents; agree upon some type of mediation process; and discuss studies, appraisals, and evaluations. You may raise issues that may require Temporary Orders, but only if a Motion for Temporary Orders has been filed. Agreements may be put in writing; and hearings may be scheduled.
4. **HELP WITH PROCESSES OR FORMS IF YOU DON'T HAVE AN ATTORNEY.** You may contact the Twelfth Judicial District Self-Help Coordinator, Caitlin Mizell, at 719-589-7621, to schedule an appointment if you need help identifying or completing forms or have questions about the process.
5. **FORMS.** This Order and all domestic relations case forms are available at <https://www.courts.state.co.us/Forms/Index.cfm> or [www.coloradolegalhelp.us](http://www.coloradolegalhelp.us).
6. **DOMESTIC RELATIONS MAGISTRATE IS AN ACTING DISTRICT COURT JUDGE.** Pursuant to Twelfth Judicial District Chief Judge Admin. Order 12-01, Costilla County Judge Tamara Sullivan is appointed as Acting District Court Judge on all domestic relations cases that are assigned to her. The Order is available for review at [https://www.courts.state.co.us/Courts/District/Custom.cfm?District\\_ID=12&Page\\_ID=251](https://www.courts.state.co.us/Courts/District/Custom.cfm?District_ID=12&Page_ID=251).

**SO ORDERED for all cases filed after February 1, 2023.**

Dated this 1<sup>st</sup> day of February 2023

BY THE COURT:



Michael Gonzales, Chief Judge