Flowchart – Allocation of Parental Responsibilities

Statutory 182 day before filing period for purposes of establishing Home State Jurisdiction

Domestic Relations Case Information Sheet – JDF 1000

Petition for Allocation of Parental Responsibilities – JDF 1413

[www.courts.state.co.us](http://www.courts.state.co.us) – **JDF Forms**

<https://www.courts.state.co.us/Courts/County> - **FCF Forms**

Service of Summons is Completed by – **JDF 1414**

1. Co-Petitioner Filing (**BOTH** parties sign/notarize Petition)
2. Summons and Waiver/Acceptance of Service – **JDF 1414(a)**
3. Summons and Return of Service -  **JDF 1414(b)**
4. Instruction for Service by Publication – **JDF 1301 & 1302**

**Statutory 21 days in state (or 35 days out of state) RESPONSE period begins once Service of Summons is properly completed.**

**Mandatory Initial Status Conference for BOTH Parties with Family Court Facilitators**

**OPTIONAL**

**CONTESTED** – Parties do **NOT** Agree

1. Complete Mediation – **JDF 1337**
2. Pretrial Statement – **JDF 1129**
3. Notice to Set – Instructions -  **JDF 1122**

Notice to Set – **JDF 1123 and JDF 1124**

**Read** – Case Management Order – **FCF 400**

Forms to be Submitted **after** Service of Summons is completed.

1. Both Parties must attend a Parenting Seminar
2. Certificate of Compliance Mandatory Disclosures – **JDF 1104** one from each party
3. Petitioner’s Sworn Financial Statement – **JDF 1111**
4. Respondent/Co Petitioner’s Sworn Financial Statement - **JDF 1111**
5. Child Support Worksheet –**Family Law Software**
6. Parenting Plan – **JDF 1113** (jointly notarized if full agreement or one from each party if no agreement)

Pursuant to C.R.S. 13-22-313 mediation or other ADR process is mandatory for all domestic cases that have contested issues unless the Court waives that requirement based on a determination that the case is not appropriate for mediation or other ADR because of *domestic violence.* C.R.S. 14-10-124 (1.3)(a); C.R.S. 14-10-123.4 (a)-(c) see forms JDF 1307/1308. Parties may choose a qualified private mediator from the community if they can agree on the mediator. Otherwise they will schedule with the 4th Judicial District Office of Dispute Resolution online by going to [www.gofourth.org](http://www.gofourth.org/ElPasoCounty/mediation) or in person at Room S-023.

**After** the opposing party has been properly served the steps to schedule a hearing for **Temporary Orders** include the following forms:

1. Motion and Order for Temporary Orders: **JDF 1106 and JDF 1110**
2. Certificate of Compliance – **JDF 1104**
3. Sworn Financial Statement – **JDF 1111**
4. Notice to Set for Pro Se Temporary Orders Hearing – **FCF 1010**

File the Forms listed below **PRIOR** to your **Final/Permanent Orders Hearing.**

1. Order for Allocation of Parental Responsibilities – **JDF 1422** (Caption Only)
2. Support Order – **JDF 1117**

**UNCONTESTED** – Parties Agree

1. Notice to Set Uncontested Hearing - **FCF 1015**