

0500504 District Court El Paso County, Colorado  
270 South Tejon  
Colorado Springs, CO 80903  
(719)452-5000

▲ COURT USE ONLY ▲

Petitioner: \_\_\_\_\_

And

Respondent/Co-Petitioner: \_\_\_\_\_

Case Number: \_\_\_\_\_

Division: \_\_\_\_\_ Room: \_\_\_\_\_

**DOMESTIC RELATIONS CASE MANAGEMENT ORDER (CMO)  
(PRE-DECREE OR PRE-FINAL ORDERS)**

**IMPORTANT!** THE PETITIONER SHALL PROVIDE A COPY OF THIS CASE MANAGEMENT ORDER (CMO) (INCLUDING ATTACHMENTS), THE PETITION, THE SUMMONS, THE NOTICE OF THE MANDATORY INITIAL STATUS CONFERENCE OR OTHER COURT PROCEEDINGS, AND ALL OTHER DOCUMENTS FILED WITH THE COURT TO ALL COUNSEL AND SELF-REPRESENTED (PRO SE) PARTIES. PROOF OF SERVICE SHOWING SERVICE OF THESE DOCUMENTS SHALL BE FILED WITH THE COURT WITHIN FOURTEEN (14) DAYS OF SERVICE. NOTE: ATTORNEYS MUST ELECTRONICALLY FILE IN THE 4<sup>TH</sup> JUDICIAL DISTRICT DOMESTIC CASES.

**This CMO contains important information regarding your court case. To better serve you and the court, please read this CMO in its entirety.**

**GENERAL INFORMATION**

**How do I start my case?** If you do not have an attorney, start your case by filing the appropriate petition and other forms with the Court Clerk's Office in Room S101 of the courthouse. You can file the paperwork on your own, or you and the other party can file together (a joint filing). The person who files the case is called the Petitioner. The other party is called the Respondent. If you and the other party file together you are called Co-Petitioners. The forms for dissolution of marriage or civil union, legal separation of marriage or civil union, invalidity of marriage or civil union, or allocation of parental responsibility cases can be purchased from the Court Clerk's Office or are available at no cost online at [www.courts.state.co.us](http://www.courts.state.co.us) (Self-Help/Forms Tab – Category: Family Cases). Parties with attorneys must start their case by electronically filing the appropriate paperwork through the court's e-filing system.

**Once you file your case, personal service must be completed on the other party or parties in accordance with Rule 4 of Colorado Rules of Civil Procedure (unless it is a joint filing) or the case cannot continue and may be dismissed by the court.**

The Respondent must file a Response to the Petition. The purpose of the Response is for the Respondent to state in writing if s/he agrees or disagrees with the information in the Petition, and/or to tell the court what s/he is requesting in the case (e.g., parenting time, child support, spousal maintenance, etc.).

**Do I have to pay a fee to file or respond to a case?** Yes. There is a filing fee to file a Petition and a Response (or the first responsive filing), unless your income qualifies to have the fee waived. For more information about filing fees visit [www.courts.state.co.us](http://www.courts.state.co.us) (Forms Tab – All Court Forms and Instructions – Filing Fees), or Form JDF 1. To request a waiver of the fee, complete JDF 205 and JDF 206 and submit them to the Court Clerk's Office in Room S101 at the time of filing, along with the required financial documents.

**What if I don't have an attorney?** There is no right to a court-appointed attorney in domestic cases (except in criminal contempt proceedings). A person represents himself or herself at his or her own risk. If you don't have an attorney, you will be held to the same standards as an attorney. You will be responsible for following this CMO and all other court orders, filing all necessary paperwork with the Court Clerk's Office, and appearing and representing yourself at all hearings. You are also responsible for making yourself familiar with the applicable rules of evidence and civil procedure, as well as any relevant statutes or other rules. The laws governing your case (Colorado Revised Statutes and Colorado Court Rules) can be found at the following website:

<https://www.courts.state.co.us/resources.cfm>. Forms can be purchased from the Court Clerk's Office (Room S101) of the courthouse or can be downloaded for free from the state court website: [www.courts.state.co.us](http://www.courts.state.co.us) (Forms Tab – Category: Family Cases).

The El Paso County courthouse has a Self-Represented Resource Center located in room S101, and a Family Court Facilitator's Office in room S116 of the El Paso County courthouse, to assist you with completing forms, and/or to answer general questions about your case (see page 7 for contact information and available hours). Court employees cannot give legal advice.

The court recognizes that hearings and legal proceedings may cause feelings of nervousness, disappointment, and anger. Remember, the court has specific legal guidelines it must follow that are separate from the emotional issues that might exist between the parties. During legal proceedings, the parties and counsel are expected to treat all parties, counsel, and witnesses with civility and respect. If there are children involved, the court will be very sensitive to any conduct by parents that is not in the best interest of the children.

**What if I need a reasonable accommodation under the Americans With Disability Act (ADA)?** Please go to the following website for additional information: <https://www.courts.state.co.us/Administration/HR/ADA/info.cfm>

**What if I need an interpreter?** A court-appointed interpreter will be scheduled to assist you at no charge. You must inform the Family Court Facilitators Office at (719) 452-5104 or division clerk of the need for interpreter services at least three weeks prior to the date of your court date. Chief Justice Directive 06-03 requires interpreters to be on the list of the Colorado Judicial Department Authorized Interpreters to provide interpreter services for the courts.

**What is the difference between a magistrate and a judge, and why does my case have both?** Upon filing, every domestic relations case is assigned to both a magistrate and a district court judge. Magistrate divisions are identified by a letter (e.g., Division X, Division Y, etc.), whereas district court divisions are identified by a number (e.g., Division 1, Division 6, etc.) In general, magistrates handle any filings or hearings before your final orders hearing, as well as any final orders hearings where there are no disputed issues. District court judges handle final orders hearings where there are disputed issues, and most filings or hearings that occur after final orders. You can locate your assigned magistrate and district court division in the lower right-hand side of the caption on the first page of any court document in your case (e.g., X/12).

**When will my divorce or legal separation be granted?** Before a dissolution of marriage or dissolution of civil union can be finalized, state law requires the parties to wait 91 days after personal service of the papers on the other person, or 91 days after filing if both parties filed the case. This does not mean your decree will be automatically granted on the 92<sup>nd</sup> day. It means your decree cannot be granted before the 91 day waiting-period has expired.

**What if the other party and I agree on everything?** In a dissolution of marriage or civil union case where there are no minor children of the marriage or civil union, if you and the other party agree on all issues, and all appropriate paperwork has been filed, you may complete an *Affidavit for Decree without Appearance of Parties* (Form JDF 1201) to obtain a decree of dissolution of marriage or civil union without having to come back to court, if the court approves your agreement. The 91 day waiting period still applies, but you can file the *Affidavit for Decree without Appearance of Parties* prior to the 91<sup>st</sup> day if you wish. If there are minor children of the marriage or civil union, the court can only grant a decree of dissolution of marriage or civil union by *Affidavit for Decree without Appearance of Parties* if both parties are represented by attorneys. If one or both parties do not have an attorney in a dissolution of marriage or civil union case, and there are minor children, you must come to court even if you have a full agreement.

**Do I have to provide my address, and what if I move?** When a case is filed, all parties have to inform the court in writing of their address and phone number by fully completing and filing a *Domestic Relations Case Information*

*Sheet* (Form JDF 1000), including social security numbers of the parties and children. Failure to do so may result in delay or denial of your decree, final order or support order.

The court will mail documents – including notices, orders, and decrees – to the address of record for each party; therefore, the court must have a valid address for you at all times. It is your responsibility to keep the court informed of your address. If you move after your case is filed or finalized, you must complete and file with the Court Clerk's Office a *Notice of Change Regarding Contact Information* (Form JDF 1312). This form is the only way to officially change your address with the court. You cannot call a court employee to provide a new address over the phone, nor will a court employee enter a new address included in a recent filing.

The address you have on file will be accessible to the other party. If you are a survivor of domestic violence, sexual offenses, and/or stalking, you may be able to participate in the Address Confidentiality Program (ACP), which provides a legal substitute address for interacting with all state and local government agencies (including the court) and a confidential mail forwarding service. The ACP is operated by the Division of Central Services, not the court. For more information on ACP, including program eligibility requirements and how to apply, visit [www.colorado.gov/pacific/dcs/acp](http://www.colorado.gov/pacific/dcs/acp) and/or C.R.S. § 24-30-2101.

**What is mediation and how do I schedule it?** Mediation is an opportunity for the parties to work out their disputes with a neutral professional. Mediation or other alternate dispute resolution (ADR) process is mandatory for all domestic matters that have contested issues (even if a party lives out of state or is incarcerated) unless the court waives that requirement because of domestic violence (see Form JDF 608 and 609) or another case-specific reason. Your final orders date may be canceled and/or your case may be dismissed if you do not complete mediation.

Parties may use an agreed-upon qualified private mediator from the community, or schedule mediation with the 4<sup>th</sup> Judicial District Office of Dispute Resolution (ODR). Mediation with the ODR can be scheduled at the mandatory Initial Status Conference (ISC), or the parties can go online to [www.gofourth.org](http://www.gofourth.org) or visit Room S-023 of the courthouse. Information regarding private mediators can be found in the phone book, online and as follows: El Paso County Bar Association, (719) 636-1532 or [www.elpasocountybar.org](http://www.elpasocountybar.org).

The ODR typically schedules mediation at least four weeks from the date a request for mediation is made, so please plan accordingly. The cost of mediation will be split equally between the parties unless the parties agree to or the court orders a different arrangement. Your income may qualify you to pay a reduced mediation fee with ODR. Parties requesting a fee waiver must submit the Form JDF 211 to the ODR office before the mediation date along with any required financial documents. The ODR office will inform the court when mediation has been completed if it is through ODR.

**What if there are domestic and/or child abuse issues?** If a protection order prevents you from having contact with any other party, please notify the Family Court Facilitator before your scheduled mandatory Initial Status Conference. You will still be required to appear for your mandatory ISC or court hearing, but the Family Court Facilitator or court staff will do their best to minimize contact between the parties. A list of domestic and/or child abuse resources is attached to this CMO.

**What if I can't be at my court hearing in person?** Parties who reside outside of El Paso County or out of Colorado may request permission to attend their court proceedings via telephone under Colorado Rule of Civil Procedure 43 by filing the required forms (Form JDF 1309 and 1310) "as soon as practicable," before the court hearing, but it is recommended to file the forms at least fourteen days prior to your court date. The magistrate or judge will decide whether you can appear by telephone at your court hearing. For information about appearing by telephone at the mandatory ISC see the following "Mandatory Initial Status Conference (ISC)" section.

**What if one of the parties is in the military?** A party who is in the military may be entitled to certain protections under the Servicemembers' Civil Relief Act, including a temporary stay or postponement of the case, or the appointment of an attorney in certain circumstances. If you are a service member, and your status as a member of the military materially affects your ability to participate in your case, you may request a stay of the proceedings by completing the "Acknowledgement of Rights Under the Servicemembers Civil Relief Act 50 USC § 3932 and Request for or Waiver of Stay" (FCF 611). If you are the petitioner seeking a default judgment against a respondent who has been served but has never appeared in the case since the petition was filed, you must complete an "Affidavit Regarding Military Service Under the Servicemembers Civil Relief Act 50 USC § 3931" (FCF 610) before the court can proceed with your final orders hearing.

## **MANDATORY INITIAL STATUS CONFERENCE (ISC)**

**What is the purpose of the Mandatory ISC?** The purpose of the mandatory ISC is to introduce the parties to the court process and plan for resolution of the case. It is usually held with a Family Court Facilitator, but may be held with a judge or magistrate. The judge, magistrate or Family Court Facilitator may discuss issues in your case, set deadlines, and schedule court dates at the ISC.

**Do I have to go to the Mandatory ISC?** Yes. Failure to appear at the mandatory ISC, either in person or by telephone (if approved), may result in the assessment of attorney fees and/or costs against the non-appearing party, or the dismissal of your case. The only exceptions to attending the mandatory ISC are if: (1) both parties are represented by an attorney and the attorneys have filed a *Stipulated Case Management Plan* and a *Certificate of Compliance with Mandatory Financial Disclosures*, or (2) both parties jointly file an *Affidavit for Decree Without Appearance of Parties* (Form JDF 1201) with all required documents to finalize the case prior to the mandatory ISC. As to option (2), when both parties are not represented by counsel, the parties must contact their assigned Family Court Facilitator by email or phone before the ISC to see if they have filed all the paperwork necessary to have the ISC vacated. If documents are missing, incomplete, or inconsistent with other information on file, you will have to attend the Mandatory ISC. Please see page 7 of this Case Management Order to obtain the contact information of your assigned Family Court Facilitator.

**NOTE:** Attorneys: Pursuant to Colorado Rule of Civil Procedure 16.2 all counsel and parties are required to attend the Mandatory ISC unless an exception applies under Rule 16.2 (c)(1)(C) or (D).

**When is the Mandatory ISC held?** The mandatory ISC must take place within 42 days of filing of the Petition. The court will schedule the mandatory ISC at the time of filing the Petition unless one party is represented by counsel, then counsel is responsible for scheduling the mandatory ISC. If an attorney begins representing a party after a Petition is filed by a self-represented party, that attorney may file a Notice to Set in the assigned magistrate's division to reset the mandatory ISC. The Initial Status Conference Order or Notice of Initial Status Conference will contain the date and location of your mandatory ISC. You cannot change the date of the mandatory ISC on your own.

**Can I appear by telephone at the Mandatory ISC?** If both parties are self-represented, you cannot appear by telephone at the mandatory ISC. This is because the mandatory ISC is held in a group setting and phone appearances are not possible. If you will be out of the state or country at the time of your mandatory ISC, and you will be unable to appear in person, please contact the Family Court Facilitator's Office at (719) 452-5104 for alternative scheduling options and instructions.

If at least one party is represented by an attorney, a party may request permission to attend the mandatory ISC by telephone under Colorado Rule of Civil Procedure 43 by filing the required forms (Form JDF 1309 and 1310) "as soon as practicable," before the mandatory ISC, but it is recommended to file the forms at least fourteen days prior to the date of the mandatory ISC. The magistrate or judge will decide whether you can appear by telephone at your mandatory ISC.

## **OTHER CASE INFORMATION**

**What are financial disclosures?** In any domestic relations case, the law requires each party to share with the other party all of their financial data and other relevant information that affect the parties' rights and interests and those of their minor children (if any). Each party shall complete a *Sworn Financial Statement* (Form JDF 1111) and bring it to the mandatory ISC, along with an extra copy for the other party. The parties are ordered to comply with the mandatory disclosure provisions of Colorado Rule of Civil Procedure 16.2(e)(1-10). A copy of the mandatory disclosure requirements is attached to this CMO as Form 35.1. Each party shall file a *Certificate of Compliance with Mandatory Disclosures* (Form JDF 1104) with the Court Clerk's Office in Room S101 showing they have complied with Rule 16.2. These disclosures shall be made within 42 days of service of the Petition.

**FAILURE TO FILE THE SWORN FINANCIAL STATEMENT AND CERTIFICATE OF COMPLIANCE WITH MANDATORY DISCLOSURES, OR AN INTENTIONAL FAILURE TO PROVIDE FACTUALLY ACCURATE OR COMPLETE INFORMATION, MAY RESULT IN SANCTIONS (I.E., PENALTIES) AGAINST THE NONCOMPLYING PARTY.**

**What is a Certificate of Service?** While personal service is required to start your case, it is not usually required for all other filings (including motions, and notices of court proceedings, like the mandatory ISC or hearing). However, you must always provide a copy of any document filed with the court to the other party(s) and/or their attorney at

least fourteen days before the court date. Approved methods of delivery are fax, mail, hand delivery, or e-filing through the court's e-filing system (attorneys only). Email does not qualify as an approved method of delivery unless the person has consented in writing to email service by including an email address in court filings. Therefore, if you email documents to the other party(s), and the person has not consented in writing to email service, you must also choose one of the other approved methods of delivery. A *Certificate of Service* must be completed that says when, where and how you provided the other party(s) with an exact copy of the document(s) filed with the court. If the other party has an attorney, a copy of the document you file with the court must be sent to the attorney, not the other party. The document you file may be rejected if it does not include a properly completed *Certificate of Service*.

**What is an expert, and how is one appointed in my case?** An expert is a qualified individual who can provide scientific, technical or other specialized information that will assist the judge or magistrate in making a decision in your case. The parties should be prepared to discuss any need for experts on the date of the mandatory ISC, including mutually agreeable property appraisers, business or financial evaluators, or parenting-related experts like Child and Family Investigators, Parental Responsibilities Evaluators, and Child Legal Representatives. An expert shall be selected by the parties or by the court. The court prefers to appoint only one financial expert for each contested issue.

**What are temporary orders?** (C.R.S. 14-10-108) At a temporary orders hearing the judge or magistrate can enter orders on issues like parenting time, decision-making, child support, spousal maintenance (alimony), debt payments, use of the home or other property, and the award of temporary attorney's fees. These hearings happen after the mandatory ISC but before your final or permanent orders hearing. The orders that are entered are temporary because they will only stay in place until the judge enters final orders at the end of your case.

At the time of the temporary orders hearing, the parties/counsel shall certify on the record that they have talked and tried in good faith to resolve the temporary orders issues. The court may cancel your hearing if you have not conferred with the other party. It is best to request a temporary orders hearing at the mandatory ISC; however, you can file a *Motion for Temporary Orders* (Form JDF 1106), and *Notice to Set Temporary Orders Hearing* at a later time if need be (Form FCF 1010 if neither party has an attorney, OR Form JDF 1123 if one or more party has an attorney). Temporary orders agreements (stipulations) can be put in writing and approved at the mandatory ISC.

**What happens at a hearing, and what should I do to prepare?** At a temporary orders or final orders hearing, you will have the opportunity to present evidence and to tell the magistrate or judge your position on the issues that you want him or her to decide. You must have all your evidence, witnesses, and exhibits with you on the date of your hearing, and the magistrate or judge will consider only the evidence admitted at the hearing. There is no time after the hearing for you to deliver new evidence you want the judge or magistrate to consider. You should be prepared to explain to the magistrate or judge specifically what you are asking for and to present evidence that supports your position. Make sure to bring a pen and paper in case you want to write something down.

**What is evidence and when do I have to disclose it?** Evidence is the information you present to the court so the judge or magistrate can make a decision about disputed issues in your case. Evidence can include testimony from you or another witness, documents, or physical evidence, and should be relevant to the issues in your case. The admissibility of evidence is governed by the Colorado Rules of Evidence.

The evidence you present must be in a format that can be collected and kept by the court. Therefore, if your evidence is in electronic format, such as emails or text messages, you must print them, as the judge or magistrate cannot simply look at your phone during the hearing.

A final list of your witnesses and copies of the documents you want to use as evidence (*i.e.*, exhibits) must be sent to the other party or his/her attorney at least seven days before your hearing, or you might not be able to present those witnesses or documents at your hearing.

**Can my witness appear by telephone?** If you want your witness to testify by telephone you must get permission from the court under Colorado Rule of Civil Procedure 43 by filing the required forms (JDF 1309 and 1310) "as soon as practicable," before the court hearing, but it is recommended to file the forms at least fourteen days prior to the date of the hearing. The magistrate or judge will decide whether your witness can testify by telephone.

**What is spousal maintenance?** Spousal maintenance is money paid from one spouse to the other that can be requested at a temporary and/or final orders hearing. Spousal Support Guidelines will be provided at the mandatory ISC and may also be found at C.R.S. 14-10-114.

## CHILD(REN)

**Can I bring my children to the Mandatory ISC or my court hearing?** No. However, the El Paso County Courthouse (Colorado Springs) has free childcare for children between 6 weeks through 14 years of age available through Court Care from 7:45 am to 12:15 pm and 1:15 pm to 5 pm every day the court is open. Court Care is located in room S140 of the El Paso County courthouse and can be contacted at (719) 452-5499.

**Mandatory Parenting Class:** *Children and Families in Transition Seminar (CFIT)* – All parents with children under the age of 18 who are involved in a domestic relations case must attend a parenting seminar within forty-two (42) days of filing of the case. Information about the CFIT Seminar and cost may be obtained on the following 4<sup>th</sup> Judicial Website: [www.gofourth.org](http://www.gofourth.org) (click on “Court Business Resources”).

The seminar is offered in person once a month or online anytime ([www.casappr.org](http://www.casappr.org)) with a cost of \$65 (approximately) per person, unless your income qualifies you to have the fee waived. For more information regarding the seminar or to qualify for a fee waiver, please contact C.A.S.A. at (719) 447-9898 x1025. The cost of the seminar CANNOT be waived by the court, only by C.A.S.A.

If you live out of state, you still have to complete the CFIT class or other similar seminar in your location, but will need to obtain the court’s approval of any out-of-state parenting seminar you choose.

**What is a Parenting Plan?** Colorado law requires that a parenting plan be ordered by the court in every case involving children of the parties. The parenting plan addresses issues like where the children will reside, how parenting time and decision-making responsibilities will be allocated between the parties, and how child support and other financial matters will be handled. It is preferred for the parties to decide together what the parenting plan will be, but if you cannot agree the court will order a parenting plan in the best interests of the children after a court hearing. The Colorado Supreme Court has adopted a *Model Parenting Plan* (Form JDF 1113), that is used in the 4<sup>th</sup> Judicial District. For more information on the law that applies to parenting decisions, as well as some sample parenting plans, please see “Connecting with Your Kids: Important Information on Parenting Time in Colorado” at [https://www.courts.state.co.us/userfiles/file/Self\\_Help/CO\\_Parenting\\_Time\\_Book2004.pdf](https://www.courts.state.co.us/userfiles/file/Self_Help/CO_Parenting_Time_Book2004.pdf).

**How do I obtain child support?** Child support will be addressed by the court in any case involving children you and the other party have together. In addition, the El Paso County Child Support Services (CSS) offers assistance with the establishment and enforcement of orders for child and family support. Either party may apply for services with CSS. CSS may also assist parties with modification of orders when there has been a change of circumstances, including a change in parenting time or income of one or both parties. Applicable fees are assessed for CSS services as required by the Colorado Department of Human Services. You may apply for child support services with CSS: 30 E. Pikes Peak, Colorado Springs, CO 80903, (719) 457-6331 or <http://elpasocountycss.com/>.

### FAMILY COURT FACILITATORS AND ADDITIONAL ASSISTANCE

Eric Burton  
1<sup>st</sup> Floor Room S116  
(719) 452-5104  
[eric.burton@judicial.state.co.us](mailto:eric.burton@judicial.state.co.us)

Nicolle Rugh  
1<sup>st</sup> Floor Room S116  
(719) 452-5104  
[nicolle.rugh@judicial.state.co.us](mailto:nicolle.rugh@judicial.state.co.us)

Michael Vigil (Español)  
1<sup>st</sup> Floor Room S116  
(719) 452-5104  
Walk-in hours: M and F from 8:30 am to 11:30 am  
& M through Th from 1:00 to 4 pm  
*\*\*pre-decree and post-decree assistance*

Cecilia Wall  
1<sup>st</sup> Floor Room S116  
(719) 452-5104  
[cecilia.wall@judicial.state.co.us](mailto:cecilia.wall@judicial.state.co.us)  
Walk-in hours: M from 9:00 am to 11:30 am  
*\*\*pre-decree cases where the parties have a full agreement and there are no children*

El Paso County Courthouse  
Pro Se Help Center – Room S101  
[04selfhelp@judicial.state.co.us](mailto:04selfhelp@judicial.state.co.us)  
719-452-5560  
719-452-5561  
Hours: M through F from 7:30am to 4:30pm

**Both parties must comply with this Case Management Order. If a party does not comply, the Court may impose sanctions on the noncomplying party. (This Case Management Order consolidates and supersedes any prior Case Management Orders, the Standard Order to Parents, and/or Notice of Applicability issued by the 4<sup>th</sup> Judicial District).**

Dated this 1<sup>st</sup> day of June, 2020.

BY THE COURT



---

Honorable Catherine Mitchell Helton  
Presiding Domestic Judge  
El Paso County 4<sup>th</sup> Judicial District

## DOMESTIC AND/OR CHILD ABUSE COMMUNITY RESOURCES ATTACHMENT

If you have experienced domestic abuse in your relationship, you are strongly encouraged to obtain assessment, counseling, or other available services for yourself and your children. If you have a limited income or otherwise cannot afford such services, financial assistance may be available to cover some or all costs. Call the following domestic abuse services for assistance:

<p><b>Centro de la Familia</b>          1287 Lake Plaza Dr.          Colorado Springs, CO 80906          Main: (719) 227-9170          Crisis Hotline: 719-432-5305          TDD: 711 (CO Relay)  <a href="http://www.centro.ws/">http://www.centro.ws/</a></p>	<p><b>National Domestic Violence Hotline</b>          1-800-799-7233          TDD: 1-800-787-3224  <a href="http://www.thehotline.org">www.thehotline.org</a></p>
<p><b>The Initiative – Abuse-Free Culture for All</b>          *Assistance for those with disabilities – services statewide          Main: (303) 839-5510  <a href="http://www.dviforwomen.org">www.dviforwomen.org</a></p>	<p><b>Safety Shelter – Wellness Foundation</b>          (Shelter is not in El Paso County. Client must be willing to go out East.)          PO Box 571          Hugo, CO 80821          Main: 1-888-602-6226          Crisis Hotline: 1-888-602-6226  <a href="http://www.professionaltherapies.abmp.com">www.professionaltherapies.abmp.com</a></p>
<p><b>Family Advocacy Program – Army Community Services</b>          6303 Wetzel Ave, Bldg #1526          Fort Carson, CO 80913          Main: (719) 526-4590          Crisis Hotline: 1-800-342-9647          TDD: (719) 526-1949  <a href="http://www.carson.army.mil">www.carson.army.mil</a> (click on ACS)</p>	<p><b>TESSA</b>          435 Gold Pass Heights          Colorado Springs, CO 80906          Main: (719) 633-1462          Crisis Hotline: (719) 633-3819          TDD: (719) 633-1462  <a href="http://www.tessacs.org">www.tessacs.org</a></p>
<p><b>Family Advocacy Program – USAFA</b>          5136 Community Center Dr.          USAFA, CO 80840          719-333-5270 or 719-333-5271</p>	<p><b>TESSA – Cripple Creek</b>          166 E. Bennett Ave          Cripple Creek, CO 80813          Main: 719-822-3033          Crisis Hotline: 719-633-3819          TDD: (719) 633-1462  <a href="http://www.tessacs.org">www.tessacs.org</a></p>
<p><b>Family Advocacy Program – USAF</b>          Including Peterson, Cheyenne &amp; Schriever          110 W. Ent Ave, # 725          Peterson AFB, CO 80914          Main: (719) 556-8943          Crisis: (719) 291-6625</p>	<p><b>TESSA – Calhan</b>          Community Outreach Center          328 10<sup>th</sup> St.          Calhan, CO 80808          Main: (719) 243-4833          Crisis Hotline: (719) 633-3819          TDD: (719) 633-1462  <a href="http://www.tessacs.org">www.tessacs.org</a></p>



Mandatory Disclosure  
FORM 35.1

[Reference to C.R.C.P. 16.2(e)(2). These disclosure forms are not to be filed with the court, except as may be ordered pursuant to C.R.C.P. 16.2]

Mandatory Disclosures. (Complete and accurate copies may replace originals. "Child(ren)" refers to minor child(ren) of both parties.)

Each party shall provide: (a) Sworn Financial Statement. A completed and signed Sworn Financial Statement using the Supreme Court approved form (Form 35.2).

(b) Income Tax Returns (Most Recent 3 Years). The personal and business federal income tax returns for the three years before filing of the petition or post-decree motion. The business returns shall be for any business in which a party has an interest entitling the party to a copy of such returns. Each return shall include all schedules and attachments, such as W-2s, 1099s, and K-1. If a return is not completed at the time of disclosure, include the documents necessary to prepare the return, such as W-2s, 1099s, and K-1s, copies of extension requests, and the estimated amount of tax payments. If a decree has been entered within the last three years, only those returns filed since entry of the decree need be provided.

(c) Personal Financial Statements (Last 3 Years). All personal financial statements, statements of assets or liabilities, and credit or loan applications prepared during the last three years. If a decree has been entered within the last three years, only those statements/applications prepared since entry of the decree need be provided.

(d) Business Financial Statements (Last 3 Years). For every business in which a party has access to financial statements, the last three fiscal years' financial statements, all year-to-date financial statements, and the same periodic financial statements for the prior two years. If a decree has been entered within the last three years, only those statements prepared since entry of the decree need be provided.

(e) Real Estate Documents. The title documents and all documents stating value of all real property in which a party has a personal or business interest. This section shall not apply to post-decree motions unless so ordered by the Court.

(f) Personal Debt. All documents creating debt, and the most recent debt statements showing the outstanding balance and payment terms. This section shall not apply to post-decree motions unless so ordered by the Court.

(g) Investments. The most recent account statements or other documents identifying each investment in which a party has any personal or business interest, and stating its current value.

(h) Employment Benefits. The most recent account statements or other documents identifying each employment benefit of a party, and stating the current value.

(i) Retirement Plans. The most recent documents identifying each retirement plan of which a party is a beneficiary, and stating the current value, and the Summary Plan Descriptions. This section shall not apply to post-decree motions unless so ordered by the Court.

(j) Bank/Financial Institution Accounts. The most recent account statements identifying each account of a party at banks and other financial institutions, and stating the current value.

(k) Income Documentation. For each income source of a party in the current and prior calendar year, including income from employment, investment, government programs, gifts, trust distributions, prizes, and income from every other source, pay stubs, a current income statement, and the final income statement for the prior year. Each self-employed party shall provide a sworn statement of gross income, business expenses necessary to produce income, and net income for the three months before filing of the petition or post-decree motion.

(l) Employment and Education-Related Child Care Documentation. Any documents that show a party's average monthly employment-related child care expense, including child care expense related to the party's education and job search. This section shall apply only if child support is an issue.

(m) Insurance Documentation. All life, health, and property insurance policies and current documents that show beneficiaries, coverage, cost (including the portion payable to provide health insurance for child(ren)), and payment schedule. The section shall not apply to post-decree motions unless either so ordered by the Court or, if child support is an issue, the policy and cost information regarding the child(ren) shall be provided.

(n) Extraordinary Child(ren)'s Expense Documentation. All documents that show average monthly expense for all recurring extraordinary child(ren)'s expenses. This section shall apply only if child support is an issue.

(o) Unless so ordered by the Court, these mandatory disclosures shall not apply to post-decree motions that raise only issues of decision-making and parenting time.