

District Court Teller County, Colorado 101 West Bennett Avenue PO Box 997 Cripple Creek, CO 80813 (719)689-2574	▲ COURT USE ONLY ▲ Case Number: Division: Room:
Petitioner: And Respondent/Co-Petitioner:	
DOMESTIC RELATIONS CASE MANAGEMENT ORDER (POST-DECREE OR POST-FINAL ORDERS)	

COURT FACILITATED PROCEDURE FOR DOMESTIC RELATIONS CASES – PLEASE READ

ANY PARTY SEEKING ANY FORM OF LEGAL RELIEF FROM THE COURT IS REQUIRED TO SERVE A COPY OF THIS ORDER (INCLUDING ITS ATTACHMENTS) TOGETHER WITH ALL OTHER DOCUMENTS FILED WITH THE COURT ON ALL OTHER PARTIES TO THIS CASE, EITHER THROUGH PERSONAL SERVICE OR THROUGH THE U.S. MAIL, AND FILE A CERTIFICATE OF SERVICE WITH THE COURT DEMONSTRATING THAT SUCH SERVICE HAS OCCURRED WITHIN 14 DAYS OF THE FILING OF ANY POST-DECREE OR POST-FINAL ORDERS MOTION(S).

**Please see the attached Domestic Relations Legal Assistance list for legal assistance.
 All forms can be found online at www.court.state.co.us.**

- Parties have a duty to confer with one another prior to the filing of any motion pursuant to Rule 121, Section 1-15 paragraph 8. Failure to set forth in the body of any post-decree or post-final orders motion(s) the efforts made by the moving party to confer with other parties prior to the filing of any such motion(s) may result in such motions being denied by the Court summarily.
- Your case has been assigned to both a District Court Judge (i.e. a numbered Division). This Order may be supplemented or modified by said Judge's case management orders.
- As a general proposition, all post-decree or post-final orders matters will be heard by the numbered Division that is currently assigned to your case. To determine which numbered Division is currently assigned to your case (as these assignments do change from time to time) please call the Clerk of the Combined Court at (719) 689-2574. Be sure to fill in the correct Division number under "Division" in the caption of all of your pleadings.
- All court appearance scheduling regarding post-decree or post-final orders motions including Emergency Motions regarding parenting time should be conducted with the numbered Division currently assigned to your case.

- The Court will endeavor, within 49 days of the filing of any post-decree or post-final orders motion(s), to either enter a ruling based upon the pleadings submitted or order that the case be scheduled and resolved under the provisions of Colorado Rule of Civil Procedure (hereafter referred to as "C.R.C.P.") 16.2(c) or otherwise act on such motions. Emergency Motions shall be resolved on a forthwith basis.
- If any post-decree or post-final orders motion involves financial issues, each party shall, without a formal discovery request, provide to the other parties all Mandatory Disclosures, as set forth in the form and context of Appendix to Chapters 1 to 17A, form 35.1, C.R.C.P., as well as a completed Sworn Financial Statement (Form JDF 1111) to the other party within 42 days after service of such post-decree or post-final orders motion unless the Court has already ruled on such motion(s) or orders. A Certificate of Compliance shall accompany the Mandatory Disclosures and shall be filed with the Court.

FAILURE TO FILE THESE FINANCIAL DOCUMENTS MAY RESULT IN SANCTIONS AGAINST THE NON-COMPLYING PARTY. In order to process your post-decree or post-final orders motion, the law requires that each party know all of the important information, financial data and other relevant facts about the other person. Any intentional failure to provide factually accurate information to the Court and the other party may result in a fine or other sanction.

- The Sworn Financial Statement and any proposed child support worksheets shall be filed with the Court in cases where child support or maintenance are at issue. Other mandatory disclosure documents shall not be filed with the Court.

SCHEDULING EVIDENTIARY HEARINGS/MEDIATION

- If the Court does not rule on a post-decree or post-final orders motion based upon the pleadings within 49 days of said pleadings having been filed, the Court will likely require that the parties participate in mediation prior to the Court hearing the issue(s) at hand at an evidentiary hearing. The moving party is responsible for scheduling mediation with either a mutually agreed upon mediator in the community or, if the parties are unable to agree, with the Office of Dispute Resolution located at the El Paso County Courthouse. The ODR may be reached at (719) 452-5005. **Mediation can be held at the Teller County Courthouse upon request.** If there are multiple motions filed by both parties the moving party is the party whose post-decree or post-final orders motion was filed first.
- If the parties have scheduled mediation and the Court has not yet ruled on any pending post-decree or post-final orders motions and has not scheduled either an Initial Status Conference or an Evidentiary Hearing then the moving party shall file a Notice to Set the unresolved issue(s) with the Division assigned to the matter for an Evidentiary Hearing (unless the Court has ordered otherwise). The court shall determine the scope of any hearing on contested matters.

PREPARATION FOR EVIDENTIARY HEARING

- If at least one party is represented by counsel, the parties shall file a joint Trial Management Certificate 7 days prior to any evidentiary hearing date or at such other time as ordered by the Court. Petitioner's Counsel (or Respondent's counsel if the Petitioner is *pro se*) shall be responsible for scheduling meetings among counsel and parties and preparing and filing the Trial Management Certificate. The joint Trial Management Certificate shall set forth stipulations and undisputed facts, any request for attorney fees, disputed issues and specific points of law, lists of lay exhibits and expert witnesses the parties intend to call at hearing, and a list of exhibits, including updated Sworn Financial Statement and proposed worksheets if child support or maintenance are at issue. The parties shall exchange copies of exhibits at least 7 days prior to hearing.
- If both parties are not represented by counsel, then each party shall file with the Court a Pre-Trial Statement (Form JDF 1129) identifying the disputed issues and that party's witnesses and exhibits.
- Unless otherwise stipulated or ordered by the court, and subject to the provisions of subsection (g) or C.R.C.P. 16.2, the disclosure of expert testimony will be governed by the provisions of C.R.C.P. 26(a)(2)(B). The time for disclosure of expert or lay witnesses whom, a party intends to call at an emergency hearing shall be determined by the Court.
- A party is under a continuing duty to supplement and amend any disclosure in a timely manner.

BEST PRACTICES

- **Failure to follow these procedures or evidentiary hearing may result in Court imposed sanctions including but not limited to: dismissal, award of attorney's fees and costs, your case being continued pending compliance with Court orders or default being entered against you by the Court.**
- **Check with the judicial assistant(s) working for the Division to which your case is assigned to find out whether that Division has any other standard case management orders it issues in situations similar to yours.**

INFORMATION FOR SELF-REPRESENTED PARTIES

If you represent yourself, you must follow the same procedures as parties who are represented by attorneys. The laws governing your case (Colorado Revised Statutes) can be found at the following website:
<https://www.courts.state.co.us/resources.cfm> Forms can be purchased from the Clerk's Office of the Teller County Courthouse or can be downloaded for free from the State Court website:
<https://www.courts.state.co.us/Forms/SubCategory.cfm?Category=Divorce>

Additional Assistance for Teller County:

Teller County Courthouse
Lori McLeod, SRLC
719.686.8013
lori.mcleod@judicial.state.co.us
Hours: Tuesday- 1:00 pm to 4:00 pm
Wednesday and Friday- 8:30 am to 12:00 pm and 1:00 pm to 4:00 pm

Family Court Facilitators for El Paso County:

Eric Burton
1st Floor Room S116
719.452.5105
eric.burton@judicial.state.co.us

Nicolle Rugh
1st Floor Room S116
719.452.5103
nicolle.rugh@judicial.state.co.us

Michael Vigil (Es Spanol)
1st Floor Room S116
719.452.5102
michael.vigil@judicial.state.co.us


Cecilia Wall
1st Floor Room S116
719.452.5107
cecilia.wall@judicial.state.co.us

Additional Assistance for El Paso County:

EL Paso County Courthouse
Pro Se Help Center –Room S101
719-452-5557
Hours: Monday-Friday from 8am to 430pm

This Case Management Order supersedes all previous C.M.O.'s issued by the Domestic Court.

Dated this 18th day of October , 2017

BY THE COURT

Honorable Linda Billings Vela
District Judge



Domestic Relations Legal Assistance



GENERAL LEGAL ADVICE

Ask-a-Lawyer: El Paso County Bar Association: On the 2nd Saturday of each month, from 10am-noon, volunteer attorneys answer legal questions from the public at the Citadel Mall, inside the Celebration Space.

Call-a-Lawyer: Colorado Legal Services - 417-0380 or 457-8211 (depending on the month): On the 3rd Thursday of each month, volunteer attorneys from the El Paso County Bar Association answer telephone calls from the public. All calls are anonymous and confidential. Most months call 471-0380 from 7-9pm. During the months of February, May, July and November, Call-a-Lawyer is held on KKTU Channel 11 as a part of their Ask an Expert program. During these months call 457.8211 from 5-7pm.

Colorado Legal Services - 471-0380: Provides free civil legal services to seniors (60+) and those under 60 who meet income and asset guidelines. Assistance is provided for divorce and allocation of parental responsibilities (no post-decree matters, permanent protection orders, foreclosure, landlord-tenant and consumer issues including suits by creditors, public benefits, unemployment, powers of attorney, obtaining a state ID and immigration for victims of domestic violence. Priority is given to promoting safety and preventing homelessness. Location: 617 S. Nevada Ave, Colorado Springs, CO. www.coloradolegalservices.org

Denver Bar Law Line - 303-698-0999: 9 News and the Denver Bar Association sponsor this service every Wednesday from 4-630pm. Check the schedule at www.9news.com for the type of law questions answered that week.

El Paso County Bar Association - Modest Means Program: Helping moderate-income Coloradoans in El Paso and Teller Counties find affordable legal assistance when they cannot afford attorney fees and do not qualify for legal aid. Program assists with certain kinds of bankruptcy, civil rights, criminal law, probate, family law, foreclosure and landlord-tenant matters. Submit an application by email, fax or mail. No phone, email or walk-in inquiries.
<http://www.elpasocountybar.org/legal-resources-for-the-public/modest-means-program/>

Ecumenical Social Ministries (ESM) and Mercy's Gate – Lawyer Referral Service: Volunteer lawyers provide free consultation to clients of ESM and Mercy's Gate upon referral by a case worker who determines that the question is appropriate for this service - usually by telephone. ESM: 636-1916 Mercy's Gate: 277-7470

Legal Counseling for Seniors - 387-6000: Colorado Legal Services staff meets with applicants and determines what assistance may be provided, from advice and brief services, to advocacy and litigation. See Colorado Legal Services listing above regarding the areas of law included in this free service. Call to make an appointment. Location: 1514 N. Hancock, Colorado Springs, CO.

Marion House Legal Aid Clinic - 14 W Bijou St., Colorado Springs, CO: On the 4th Saturday of the month from 11am-1pm, experienced attorneys are available to assist clients of the Marion House and answer questions on a variety of legal issues. No appointment needed.

Post-Decree Pro Se Clinic – 417-6212: Experienced attorneys are available to assist and answer questions for pro se clients with post-decree matters. Appointments are required; call at least one week in advance. Location: 617 S. Nevada Ave., Colorado Springs, CO.

Pro Se Veterans Issues Clinic – 417-6212: Pro Se Veterans may receive legal assistance for the following civil matters: family, bankruptcy, eviction, foreclosure, consumer and benefits. Call to make a 30 minute appointment and leave your name, phone number and a brief description of your situation. Location: 617 S. Nevada Ave., Colorado Springs, CO.

Self-Help Center, SRLC's and Justice Corp: The Self-Help Center at the El Paso County Judicial Building is staffed by the Self Represented Litigant Coordinators (SRLC) who are available to assist in filling out forms and answering procedural questions; they can be reached at 452-5561 or 452-5560. Justice Corp volunteers are available to answer procedural questions, direct people to forms and provide information about a variety of court procedures. Office Hours: Monday-Friday 8am to 4:30pm.
www.gofourth.org/selfhelp.htm

Self-Help Center Volunteer Attorney: Every Wednesday, 8am to noon, an attorney answers legal questions in the Clerk's Office of the Courthouse, room S101. Check with the Clerk's Office for the schedule of the types of law questions being answered that week.

PRO BONO

Colorado Bar Association's Appellate Pro Bono Program: The Appellate Pro Bono Program is a free program that provides attorneys to represent indigent pro se litigants in civil cases pending before the Colorado Court of Appeals and the Colorado Supreme Court. www.cobar.org/index.cfm/ID/21607

Pikes Peak Pro Bono Project: The Pikes Peak Pro Bono project coordinates volunteer lawyers to perform free legal services for people with no or very low income who reside in El Paso and Teller Counties. To apply for pro bono assistance, download and submit the application posted on their website. www.elpasocountybar.org/pikes-peak-pro-bono-project

CHILD SUPPORT

Child Support Services of Colorado – 457-6331: The Child Support unit establishes paternity, orders support, modifies support orders and enforces the order for child support payments. Location: 30 E. Pikes Peak Ave., STE# 203, Colorado Springs, CO
www.elpasocountycss.com

Family Support Registry (FSR) – 1-800-374-6558: The FSR is Colorado's centralized collection and disbursement unit for processing child support and maintenance payments. <https://childsupport.state.co.us/siteuser/do/vfs/Frag?file=/cm:pFSR.jsp>

DOMESTIC ABUSE

TESSA – 633-1462: Provides confidential programs that empower victims of domestic violence and sexual assault and help women and children achieve safety and well-being. The programs and services include referrals, counseling, assistance through the court process, including with temporary protection orders paperwork, temporary emergency safe housing for women and children in immediate danger, alternate services for men and other basic needs. No appointment necessary. Location: 435 Gold Pass Heights, Colorado Springs, CO. www.tessacs.org Crisis Hotline: 633.3819

UNDERSTANDING COLORADO COURTS

Colorado Courts at a Glance: Brochure provided by the Colorado State Judicial Branch.
<https://www.courts.state.co.us/userfiles/file/Media/Brochures/2011webglance.pdf>

WHERE TO FIND THE LAW

PPLD's Law Collection at Penrose Library – 531-6333: Come to the downtown library to research legal questions during Penrose Library's open hours (see website). Reference staff is able to assist with use of our resources but cannot give legal advice. To make an appointment with the law librarian, call extension 2333. Location: 20 N. Cascade Ave, Colorado Springs, CO
www.ppld.org/ppld-law-collection

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>Centro de la Familia 122 E. Las Animas St. Colorado Springs, CO 80903 Main: 719-227-9170 Crisis Hotline: 719-337-5346 TDD: 711 (CO Relay) www.elcentrodelafamilia.org</p>	<p>National Domestic Violence Hotline 1-800-799-7233 TDD: 1-800-787-3224 www.thehotline.org</p>
<p>DVI – Domestic Violence Initiative *Assistance for those with disabilities – services statewide Main: 303-839-5510 www.dviforwomen.org</p>	<p>Safety Shelter – Wellness Foundation (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 www.professionalthérapies.abmp.com</p>
<p>Family Advocacy Program – Army Community Services 6303 Wetzel Ave, Bldg #1526 Fort Carson, CO 80913 Main: 719-526-4590 Crisis Hotline: 1-800-342-9647 TDD: 719-526-1949 www.carson.army.mil (click on ACS)</p>	<p>TESSA 435 Gold Pass Heights Colorado Springs, CO 80906 Main: 719-633-1462 Crisis Hotline: 719-633-3819 TDD: 719-633-1462 www.tessacs.org</p>
<p>Family Advocacy Program – USAFA 5136 Community Center Dr. USAFA, CO 80840 719-333-5270 or 719-333-5271</p>	<p>TESSA – Cripple Creek 166 E. Bennett Ave Cripple Creek, CO 80813 Main: 719-243-5508 Crisis Hotline: 719-633-3819 TDD: 719-633-1462 www.tessacs.org</p>
<p>Family Advocacy Program – USAF Including Peterson, Cheyenne & Schriever 110 W. Ent Ave, Bldg 725 Peterson AFB, CO 80914 Main: 719-556-8943 Crisis: 719-244-9903</p>	<p>TESSA – Divide 11115 US Hwy 24 Divide, CO 80814 Main: 719-243-5508 Crisis Hotline: 719-633-3819 TDD: 719-633-1462 www.tessacs.org</p>

FORM 35.1 – MANDATORY FINANCIAL DISCLOSURES

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

Mandatory Financial 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 (*JDF 1111*) in 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 for 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 and 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 statement 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 the current value.
- h. Employment benefits. The most account statement 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 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. This 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 Children's Expense Documentation. All documents that show average monthly expense for all recurring extraordinary child(ren)'s expenses. This section shall apply only if 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.