

District Court, _____ County, Colorado Address: _____ Petitioner: And Respondent:	▲ COURT USE ONLY ▲ Case Number: _____ DR _____ Division: 6
Domestic Relations Case Management Order	

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 cases. **This order reflects procedures to be followed in every case**, whether a new Petition or post-decree Motion. If neither party is represented by counsel, the Court Facilitator will manage your case (see below). Cases with one or more attorneys are managed by the DR Magistrate, who is an Acting District Court Judge (see #11 below). All attorney-filed pleadings and exhibits **must be e-filed** (12JD Chief Judge Admin. Order 07-03). This Order and all domestic relations case forms are available at www.courts.state.co.us.

*** A court-sponsored Parent Education class is required in all cases involving children. Class schedule and parenting resource list are attached here.**

*** For cases filed after Jan. 1, 2014, guidelines for spousal maintenance (support) are found at CRS 14-10-114, and a calculator at www.courts.state.co.us/forms.**

SELF-REPRESENTED PARTIES

1. SERVICE: Except for jointly-filed cases, a signed notarized Return of Service must be filed to proceed with your case. If you cannot get service within 30 days, seek legal assistance to avoid dismissal of your case. 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 moving party. For questions related to Service or other assistance with identifying or completing forms, you may contact the 12JD Self-Help Coordinator, Kim Cortez (719-589-7652).

2. INITIAL STATUS CONFERENCE: If neither party has an attorney, call Alice M. Price, Court Facilitator (719-589-7603), within 35 days **AFTER filing** proof of Service or a joint-signed Petition

or Motion. If leaving a message, provide current phone numbers and mailing addresses for BOTH parties, and any schedule preferences. Unless a separate meeting is requested for safety reasons, a joint appointment will be set by return phone call or through the mail. Facilitator conferences are held at the Alamosa courthouse and may last up to two hours. There is no cost for this meeting. Do not bring children. Cell phones or other recording devices may not be on during these sessions.

3. Purpose of Facilitator conference: The Facilitator conference is an opportunity for self-represented parties to be oriented to the court process and to plan for future activity in the case. Required forms will be reviewed and issues in the case will be discussed. Any agreements may be reduced to writing. Remaining issues will be set for temporary or final hearing as appropriate. See #10 below regarding limitations on hearing motions prior to the Facilitator conference.

4. Each party shall bring to the conference:

- **a Sworn Financial Statement** (as complete as possible) – Form 1111, plus copies of:
- two most recent months of payroll stubs; OR
- two years' proof of taxable income, if self-employed
- two 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 minor children, proof of any monthly costs of childcare and child's health insurance
- proposed Separation Agreements and Parenting plans, if any

ATTORNEY-REPRESENTED PARTIES (at least ONE party w/ counsel entered in case)

5. Electronic filing: see earlier reference to 12JD Chief Judge Admin. Order 07-03 for mandatory e-filing requirements. Note requirements for exhibits. More information: www.courts.state.co.us.

6. INITIAL STATUS CONFERENCE: The party or counsel filing a Petition or post-decree motion must contact the DR Specialist, Mary Lyne Parker (719-589-7611), to schedule an initial status conference, no later than **35 days** after filing proof of Service or a joint-signed Petition or Motion. Status conferences and settings are held by phone most **Thursdays between 9:00 – 9:30 a.m.** The filing party/counsel shall provide **written notice** to the other party/counsel. The call-in # is 719-589-7600 (select room #9). Please mute phone until your case is called, and maintain a quiet background during calls. No speaker phones.

7. Purpose of Initial Status Conference: This is to orient the parties to the case management process and plan the timing of future activity in the case. At the conference, issues in the case may be discussed, a disclosure schedule may be agreed to, alternate dispute resolution may be arranged, and studies, appraisals and evaluations may be discussed. Issues which may require Temporary Orders should be raised, but no motions will be heard prior to or at the conference except as provided below. Agreements may be memorialized and remaining issues set for hearing.

8. Each party shall exchange in advance or bring copies to the conference for the other party/counsel of the documents listed in #4 above.

DISCLOSURES AND MOTIONS

9. Parties shall provide full and complete disclosure of all relevant information per the Certificate of Compliance with CRCP Rule 16.2(e). Documents should be exchanged as quickly as possible, so interim orders can be issued as needed and final settlement explored as early as possible. No formal discovery, except as provided by Rule 16.2, shall occur unless authorized and scheduled by the judicial officer assigned to the case.

10. **No motions shall be set** for hearing **prior** to a status conference, except:

- motions for domestic violence restraining orders
- motions for waiver of filing fees
- motions for substituted service
- 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.

DOMESTIC RELATIONS MAGISTRATE IS AN ACTING DISTRICT COURT JUDGE

11. Pursuant to 12th JD Chief Judge Admin. Order 12-01, Costilla County Judge Kimberly Wood is appointed as Acting District Court Judge on all domestic relations cases that are assigned to her. Order available at www.courts.state.co.us.

Petitioner or moving party shall serve a copy of this Order to the other party.

SO ORDERED for all cases filed after Jan. 1, 2015.

Updated this __15th__ day of December 2014.

BY THE COURT:



Pattie P. Swift, Chief Judge

12th JUDICIAL DISTRICT- REQUIRED PARENTING CLASSES FOR 2015

All adult parties to a dissolution of marriage with children (divorce) or an allocation of parental rights case (custody) - whether a new filing or a re-opened case - are required to attend a one-evening court-sponsored "parallel parenting" class. The class must be completed prior to your final court date. Only classes taught by court-approved providers are allowed. See instructions below. If you have completed this class within the past five years, you may file your certificate in your current case. If you live elsewhere in Colorado, go to the Statewide List of Parenting Classes under Divorce and Family forms: www.courts.state.co.us . Contact the Court Facilitator to find approved classes outside Colorado: 719-589-7603. On-line classes not allowed without prior approval.

Si usted necesita un interprete para esta clase, tiene que llamar al 589-2465 (Tu Casa) para este servicio en espanol. Recuerde debe pagar \$35.00 el dia de la clase.

Any special learning accommodations must be arranged in advance. Call 589-2465.

*****A \$35.00 fee per person is collected at the class – cash only; no large bills. No one may attend the class without payment. Fees cannot be waived.

****Bring your Court Case # and County of filing with you to the class.**

****Call in advance to sign up for a class at 719-589-3671 (receptionist – Mental Health Center). Say "one time court class on parenting." No mental health enrollment required.**

****Separate classes are scheduled for men and women to avoid conflict in the class.**

****Do not bring children to the class.**

****Other adults - such as a new partner or a grandparent who cares for a child – may enroll in a class, whether they are direct parties in the court case or not.**

****A Certificate of Completion will be available at the end of the class session.**

****The class instructors cannot give you legal advice on your individual case.**

Classes for Women

Monday, 5:30 – 8 p.m.

Check-in at front desk

SLV Behavioral Health Center

Main office – 8745 Co. Rd 9 So.

Alamosa (bet. Hwy 285 so. & airport)

Classes for Men

Thursday, 5:30 - 8 p.m.

Check-in at front desk

SLV Behavioral Health Center

Main office – 8745 Co. Rd. 9 So.

Alamosa (bet. Hwy 285 so. &airport)

No class Dec. 2014

Monday, Jan. 5

Monday, Feb. 2

Monday, March 2

Monday, April 6

Monday, May 4

No class in June

No class Dec. 2014

Thursday, Jan. 8

Thursday, Feb. 5

Thursday, March 5

Thursday, April 9

Thursday, May 7

No class in June

FAMILY RESOURCE LIST

Co-Parent Skills/Counseling

E. Susan Young Consulting and Counseling LLC (Medicaid, insurance, family friendly court grant)

305 State Street, Alamosa, Colorado 81101
719-589-5283

San Juan Counseling Center (various insurances, family friendly court grant)

Marianne Sandstrom & associates
309 San Juan Ave., Alamosa, Colorado 81101
719-589-0202 (office)

Carol Chrysler (Private Insurance)

Alta Art Therapy
719-588-2934

SLV Behavioral Health (Mental Health) (se habla espanol) (Medicaid, private insurance, sliding fee scale)

8745 Country Rd 9 South
Alamosa, Colorado 81101 719-589-3671

Monte Vista Center La Jara Antonito San Luis
852-5186 754-3927 274-5154 376-2511 672-0331

Family & Child Counseling

E. Susan Young Consulting and Counseling LLC (Medicaid and Private Insurance)

305 State Street Alamosa, Colorado 81101
719-589-5283

San Juan Counseling Center (various insurances)

Marianne Sandstrom
309 San Juan Avenue, Alamosa, Colorado 81101
719-589-0202

For Nurturing Parenting Classes:

Alyson Coombs – 719-588-9768

Carol Chrysler (Private Insurance)

Specializing in young children
Alta Art Therapy
719-588-2934

SLVRMC Behavioral Health Services

Child-focused counseling services
2115 Stuart Ave., Alamosa CO 81101
719-589-8008

Maria Thomson

15 Washington Ave., Ste. 101, Monte Vista CO 81144
719-849-0078

SLV Behavioral Health (mental health) (se habla espanol) (Medicaid, private insurance, sliding fee scale)

See entry above for locations & phone #'s

Tu Casa (se habla espanol)

free confidential services to adult and child victims of domestic violence, sexual assault and, child abuse
719-589-2465

Family Mediation

Alice Price - Family Court Facilitator - free facilitation for unrepresented parties in open court cases

Alamosa court, 702 Fourth St., Alamosa CO 81101
719-589-7603

E. Susan Young Consulting and Counseling LLC (private pay/Family Friendly Court grant)

305 State Street Alamosa, CO 81101
719-589-5283

Deborah Schulte, Esq. (Office of Dispute Resolution contract mediator; sliding scale)

Pagosa Springs (serving SLV counties)
970-903-7294

Mike Trujillo Esq. (private pay)

1120 Park Ave., Monte Vista 81144
719-852-5993

Center for Restorative Programs (sliding scale) (se habla espanol) – serving all SLV counties

Parent-Teen Conflict Mediation
714 Third St.
Alamosa, CO 81101
719-589-5255

Supervised Parenting Time & Parenting Time Exchanges

San Juan Counseling Center (family friendly court grant: supervised exchanges, visits & therapeutic)

Marianne Sandstrom & assoc.
309 San Juan Avenue Alamosa, Colorado 81101
719-589-0202

Legal

Self Help Coordinator, 12th Judicial District, Kim Cortez:
719-589-7652

Colorado Legal Services

603 Main St ,Alamosa, CO 81101
719-589-4993

Thursday Night Bar, Trisha Kelly:719-589-6534

2nd Tuesday of the month at 5:30 p.m. - Alamosa Public Health Bldg.