

9. Forms are available for self-represented parties to use. The Colorado Judicial Branch website at www.courts.state.co.us makes all forms available to download for free

10. If you are representing yourself, a Self-Help Coordinator is available to assist you with general questions, paperwork, resources, and forms related to your case and can help you understand court statutes, rules, policies, and procedures. The Self-Help Coordinator is a neutral information provider only; the Coordinator **cannot** give you legal advice and the Coordinator **cannot** tell you your legal rights or remedies. For more information, or to set an appointment, contact your local combined court in the 14th Judicial District.

Moffat County	221 W. Victory Way, Suite 300 Craig, CO	(970) 824-8254
Routt County	1955 Shield Drive, Unit 200 Steamboat Springs, CO	(970) 879-5020
Grand County	307 Moffat Avenue Hot Sulphur Springs, CO	(970) 725-3357

FINANCIAL DISCLOSURES

11. The parties and counsel shall provide each other full and complete disclosure of all relevant financial documents as quickly as possible, but no later than 42 days from the date of service or, in the case of co-petitioners, from the date of filing. See Colorado Rules of Civil Procedure, Rule 16.2(2), Form 35.1 for guidance (JDF 1125).

12. Each party must file with the Court the form entitled “Sworn Financial Statement” (JDF 1111). Once the parties complete disclosure, the parties must file with the Court the form entitled “Certificate of Compliance.” (JDF 1104).

13. All parties with children must file the appropriate child support worksheet. (JDF 1820 or JDF 1821).

14. Effective January 1, 2014, before a court can approve any Separation Agreement for any marriage at least three years in length, the parties must satisfy the court that they are familiar with the maintenance (spousal support) guidelines found at C.R.S. 14-10-114. These guidelines apply to all divorce cases and a free program to calculate maintenance can be found at http://www.familylawsoftware.com/download_client_edition_co.html.

15. For procedures on conducting discovery and using expert witnesses, see Rule 16.2(f) & (g).

PARENTING CLASS

16. Parties with minor children must attend a Parent Information Course. Attached to this order are the class schedules for Routt, Moffat and Grand Counties. For updated information, please contact the Clerk of Court in your county.

17. If you live outside the Fourteenth Judicial District, contact the local state court in your area for information on the next available parenting course for parents going through dissolution of marriage or allocation of parental responsibilities proceedings. You must file a motion with the Court for permission to attend such a course.

18. Any parent who does not participate in the parent information program without having obtained a waiver from the Court may be subject to a fine, jail sentence, or other contempt penalty.

19. The court, in its discretion, may order parents to attend an additional intensive training in parent to parent communication. The three-part ten-hour course teaches well-coordinated parenting.

MEDIATION

20. Mediation is required before a contested final orders hearing is scheduled. The court, in its discretion, may order the parties to mediation early on in the case. The parties may use any mediator of their choosing or may attend mediation with the mediator contracted with the Fourteenth Judicial District.

21. Upon motion of a party, the Court may issue a waiver if it determines that the case is not appropriate for mediation because of physical or psychological abuse. (See JDF 608/609)

MOTIONS

22. Motions that may be filed with the Court are listed in Rule 16.2(c)(4)(A). Other motions must first be approved by the Court at a status conference or in an emergency upon order of the Court.

23. Motions for temporary orders may be filed at any time after attendance at a status conference with the Family Court Facilitator or Judge if the parties cannot otherwise agree. The Court may schedule an offer of proof hearing on Temporary Orders for up to 45 minutes at any time after the initial status conference.

CONTESTED FINAL ORDERS HEARING

24. If both parties do not have counsel and they are requesting a contested final orders hearing, they must each file with the Court a brief statement of the disputed issues, a list of their witnesses, and their exhibits including updated financial affidavits. The statement, list of witnesses, and exhibits must be mailed to the other party at least 10 days before the hearing.

25. If at least one party is represented by counsel, the parties must file a Trial Management Certificate 10 days before the hearing. The parties must exchange exhibits at least 10 days before hearing. The Trial Management Certificate shall include those items described in Rule 16.2(h)(2).

26. The Court may exclude witnesses or exhibits not disclosed on time by the parties.

It is so ordered.

Dated _____

Attachments (7):
Domestic Violence Advisement
Parent Information Class Schedules

CERTIFICATE OF SERVICE

I hereby certify that a true and accurate copy of the Domestic Relations Case Management Order was served on the other party by:

_____ Hand delivered to: _____
_____ Delivered via attorney tray to: _____
_____ Mailed to: _____
_____ E-Filed

Date: _____ Deputy Clerk: _____

ADVISEMENT OF AVAILABLE DOMESTIC VIOLENCE SERVICES

Domestic violence is a pervasive problem in society. A significant portion of domestic violence occurs in or near the home. Research shows that children in a home where domestic violence occurs are at greater risk of emotional, psychological, and physical harm. Studies have found that 80%-90% of the children living in homes with domestic violence are aware of the violence. Emerging research has established that these children are at greater risk of the following: psychological, social, and behavioral problems; higher rates of academic problems; more physical illnesses, particularly stress-associated disorders; and a greater propensity to exhibit aggressive and violent behavior, sometimes carrying violent and violence-tolerant roles to their adult relationships. Studies have also noted that children are affected to varying degrees by witnessing violence in the home, and each child should be assessed on an independent basis. Colorado Revised Statutes Section 14-10-123.6.

If your case involves domestic violence; you are strongly encouraged to obtain an assessment, counseling, or other services for your family. If you are on a limited income or cannot afford such services, financial assistance may be available to cover some or all of the costs. Call the following for domestic violence services and potential financial resources available in your area:

GRAND COUNTY

Advocates For Violence Free Community
(970)725-3442
(970)725-3412 (24-hour crisis line)

Grand County Dept. of Social Services
(970)725-3331

MOFFAT COUNTY

Advocates (970)824-9709
(970)824-2400 (24-hour crisis line)

Moffat County Dept. of Social Services
(970)824-8282

ROUTT COUNTY

Advocates Building Peaceful Communities
(970)879-2034
(970)879-8888 (24-hour crisis line)

Routt County Dept. of Human Services
(970)879-1540

The organizations listed above may provide domestic violence assistance or refer out to other individuals or organizations to suit a particular need. Other providers may be found in the local telephone book yellow pages under the listing "Counselors."

If your children participate in assessments or counseling related to domestic violence, the court will apportion the costs of such services between the parties, as it deems appropriate.



For Filing Parties in Domestic Cases:

****It is your responsibility to arrange to have the other party served by a third party****

WHAT IS SERVICE OF PROCESS?

Most Family Law cases begin when a person (**Petitioner**) files a Petition in Court against another person (**Respondent**). The act of providing these papers to the Respondent is called **service**. Without service of process, **the case cannot go forward**. Once service is completed, **proof that the other party has been served must be provided to the Court by the Petitioner**.

The Respondent must be served with a copy of the **Petition, Domestic Case Information sheet** and the **Summons**. They also must receive a copy of the **Case Management Order** and **Notice of Initial Status Conference**, once you've received these from the Court. This additional paperwork from the Court will contain information on when, where, and how to respond to the Petition.

RETURN OF SERVICE

A **Return of Service** form (**JDF 1102(b)**) is available for download on the website and should be filled out and notarized by the person who served the other party, and then turned in by you.

PERSONAL SERVICE

NOTE: All methods of Personal Service **must be** completed by:

- The Sheriff's Department;
- A private process server; or
- A 3rd party who is at least 18 years of age, is familiar with the rules of service and is **not involved in the case**.

WAIVER AND ACCEPTANCE OF SERVICE

- You may ask the other party if they would be willing to accept the documents by mail or hand delivery, instead of by personal service. If they are willing, they must fill out a **Waiver and Acceptance of Service (JDF 1102(a))** form.
- The person receiving the documents **must** sign the Waiver of service in front of a Notary Public and return it to the Court. **If they fail to file the Waiver of service, you must have them served personally. Use caution with this process, as it is only valid if you know for sure that they will sign the Waiver of service and return it to the Court.**

I DON'T KNOW WHERE THE OTHER PERSON IS (see **Instructions to Request Service by Publication (JDF 1300)** for more information)

In some cases, it may be possible to complete service by publication. Persons interested in this form of service must file a motion and proposed order (JDF1301 and JDF 1302) with the Court. The motion must:

- prove to the Court that attempts at personal service have been made and have been unsuccessful; **and**
- provide the Court with the current or last known address of all persons to be served.

The Judge will consider the motion and, if approved, Service by Publication is the responsibility of the Petitioner. The notice must be published in a local newspaper and you are required to pay for publishing for five consecutive weeks. Please check with a local newspaper to determine the average cost for publication.