

District Court, Routt County, Colorado Court Address: 1955 Shield Drive Ste 200 Steamboat Springs, CO 80487 Phone Number: 970-879-5020  <hr/> Petitioner:  Co-Petitioner/Respondent:	<div style="text-align: center;"><b>COURT USE ONLY</b></div> <hr/> Case Number: _____
<b>DOMESTIC RELATIONS CASE MANAGEMENT ORDER (Amended 12/22)</b>	

This order reflects the procedures to be followed in domestic relations cases in the 14th Judicial District.

### INITIAL STATUS CONFERENCES

1. The Court orders the parties and counsel (if any) to attend an initial status conference and every status conference thereafter to ensure all parties understand and comply with Rule 16.2. The initial status conference will be held with the Family Court Facilitator on:

(Date) \_\_\_\_\_ (Time) \_\_\_\_\_. Parties shall appear by telephone or by video on the Family Court Facilitator's WebEx meeting room by dialing 720-650-7664 and entering meeting room 2593 871 1911 followed by #. If a party wishes to appear in person for the initial status conference, that party shall notify the Court Clerk at the time the initial status conference is set or notify the Family Court Facilitator at least three days in advance at 970-870-2328 or by email directed to [carrie.helmcamp@judicial.state.co.us](mailto:carrie.helmcamp@judicial.state.co.us).

***Please be punctual but refrain from calling earlier than the scheduled time above.  
Children are not allowed at status conferences.***

The initial status conference must take place within 42 days of filing the Petition. The person filing the Petition is responsible for serving the other party with a copy of this case management order. **Attendance at status conferences is mandatory. Failure to appear at status conferences may result in dismissal of your case or entry of orders in your case without your participation.**

2. The purpose of the conference is (1) to review the case process, (2) to establish a schedule for completing Court requirements, and (3) to set the next event in your case.

3. The Facilitator or Judge does not and cannot represent either party or give legal advice. The Facilitator and/or Judge will not prepare documents for either party.

4. All parties who file an affidavit for decree without appearance with all required documents before the initial status conference shall be excused from the conference. However, the Facilitator may contact the parties to provide additional information if necessary.

5. If both parties are represented by attorneys, the attorneys may submit a Stipulated Case Management Plan signed by attorneys and the parties. If the Stipulated Case Management Plan, Financial Affidavit, and Certificate of Compliance are filed before the initial status conference, the parties are excused from the conference.

### GENERAL INFORMATION AND HELP

6. The Court encourages but does not require you to use an attorney in your domestic relations case. If you wish to learn if you qualify for free legal assistance, call Legal Services at 1-800-521-6968.

7. If your case involves domestic violence, the Court encourages you to obtain an assessment, counseling or other support services for your family. Financial assistance may be available for those who cannot afford such services. Attached is a list of services available in the Fourteenth Judicial District.

8. Forms are available for self-represented parties to use. The Colorado Judicial Branch website at [www.courts.state.co.us](http://www.courts.state.co.us) makes all forms available to download for free.
9. A filing fee will be charged (unless waived by the Court) to file a Petition, Motion, or Response.
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(e)(2), Form 35.1 for guidance (JDF 1125).
12. Each party must file with the Court the form entitled “Sworn Financial Statement” (JDF 1111 and JDF1111ss, if applicable). Once the parties complete disclosures, 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 a Property and Financial 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](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. If you live outside the Fourteenth Judicial District or need a class offered in Spanish, contact the Family Court Facilitator.
17. 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. Additionally, failure to comply with the order to attend a parenting class may be considered by the Court in determining the allocation of decision-making responsibilities, may delay final orders in your case, and could result in other sanctions including dismissal of your case.

18. 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.

### TEMPORARY ORDERS

19. 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.

20. Temporary Orders hearings will be conducted on Offer of Proof, meaning that parties or counsel will summarize the evidence which would be presented at a full evidentiary hearing. Notice of the temporary orders hearing shall be given to the other party at least five (5) days prior to the hearing. The parties' Sworn Financial Statements must be filed with the Court prior to the temporary orders hearing or the judicial officer may, in his or her discretion, continue the hearing and/or enter sanctions. Sanctions may include not allowing the non-complying party to participate in the hearing or dismissing the motion without prejudice. Temporary Orders hearings will be on the record. Either party may request a full evidentiary hearing subsequent to an offer of proof hearing.

### MEDIATION

21. 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.

22. 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

23. 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.

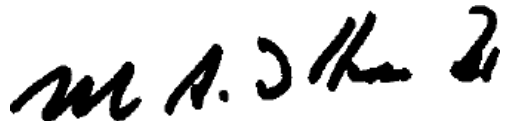
### CONTESTED FINAL ORDERS HEARING

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 Sworn Financial Statement. The statement, list of witnesses, and exhibits must be mailed to the other party at least 7 days before the hearing.

25. If at least one party is represented by counsel, the parties must file a Trial Management Certificate 7 days before the hearing. The parties must exchange exhibits at least 7 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 (2):

Domestic Violence Advisement  
Parent Information Class Schedules

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**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: \_\_\_\_\_