

District Court, Arapahoe County, Colorado 7325 S. Potomac Street Centennial, Colorado 80112 303-649-6355	<p style="text-align: center;">▲ COURT USE ONLY ▲</p>
<p>Petitioner,</p> <p>And</p> <p>Respondent/Co-Petitioner.</p>	
Case Number: Division: 404/403 405/406	
Domestic Relations Case Management Order	

_____ Mailed/E-mailed to:

_____ Hand Delivered to:

Date: _____ **Deputy Clerk:** _____

Your case is governed by Rule 16.2 of the Colorado Rules of Civil Procedure (C.R.C.P.), and by this Case Management Order. Compliance with both will insure timely, cost-effective resolution of your case. The Colorado Rules of Civil Procedure can be found in many public libraries (as part of the Colorado Revised Statutes) and on the Internet at <http://www.courts.state.co.us/supct/rules/rulesindex.htm>.

MANDATORY CASE MANAGEMENT ORIENTATION/INITIAL STATUS CONFERENCE

1. **Your Case Management Orientation/Initial Status Conference SHALL take place within 40 days of filing. C.R.C.P. Rule 16.2 (c)(1)(E).** If this was not set by the main clerk's office upon filing, Petitioner shall immediately call the division to which the case is assigned to schedule the Case Management Orientation/Initial Status Conference. In all cases, Notice must be provided to all parties and counsel of record. The Case Management Orientation/Initial Status Conference shall not be delayed due to lack of service and may not be re-scheduled later than 40 days after filing.

2. **The purpose of the case management orientation/initial conference is to orient the parties to the court's case management process and to plan the timing of future activity in the case. Interim orders may be entered by agreement of the**

parties or by the Court to address emergency issues. Issues in the case may be discussed for purposes of setting a disclosure schedule, alternate dispute resolution, appraisals, evaluations, the appointment of third-party neutrals, and future productive setting with the court. Further setting will be determined by the magistrate or court facilitator (Division 416) and may include subsequent status conferences, a temporary orders hearing or pre-trial conference with the judge assigned to the case.

3. Parties and counsel, if any, shall all appear in person at the Case Management Orientation/Initial Status Conference. In order to insure compliance with C.R.C.P. Rule 16.2, and to permit out-of-state residents to participate, the Court may permit a party or counsel to appear by phone, so long as a timely request is made.

CHILDREN IN THE COURTROOM

Please do not bring your children to the courthouse, unless the Court has ordered them to be present. Children do not belong in the Courtroom, where they

4. **A Case Management Orientation/Initial Status Conference shall take place in all cases except:**

√ Where both parties are represented by counsel and a Stipulated Case Management Plan (attached as Exhibit A) is filed within 40 days of filing. (The Court may find upon review of the Stipulated Case Management Plan that a Status Conference should be held even in these cases. In such cases, the Court will contact counsel to schedule the conference).

√ If parties may be divorced by affidavit and all documents necessary have been filed with the Petition or within 40 days after filing (for more information on whether you may be divorced by affidavit, see below).

5. All parties and attorneys should bring their calendars to the case management orientation/initial status conference and any subsequent conferences. Self-represented parties should bring all forms/packets, instructions, and copies of any documents they have filed or have received related to the case.

FINANCIAL DISCLOSURES, DISCOVERY, EXPERTS

6. **All parties are Ordered to comply with the disclosure provisions of Rule 16.2(e).** This rule requires each party to provide the other party with an Affidavit with Respect to Financial Affairs, and with the Mandatory Disclosures set forth in the Appendix to Chapters 1 to 17A of the Rules of Civil Procedure.

7. For the convenience of parties who do not have an attorney, these forms are included in the packets of forms for sale from the Clerks Office. They are also available online as forms jdf ___ and jdf ___. These disclosures shall be made as soon as is practical, but no later than the 40 day period set by the Rule. Rule 16.2 (e).

8. Each party shall file a copy of their financial affidavit with the court, and shall file a certificate that they have provided the Mandatory Disclosures to the other party. The disclosures themselves shall not be filed, unless further ordered by the court.

9. Parties may engage in discovery as permitted by Rule 16.2(f), but must seek court authorization for any additional discovery at a status conference, unless authorized to file a motion on this issue. Likewise, the use of experts may proceed as permitted by Rule 16.2(g), but issues requiring the attention of the Court should be resolved at status conferences, or by the filing of motions, as determined by the Court.

DOMESTIC VIOLENCE

10. If you are or become subject to a protection order that prevents you from meeting with any other party to your case, please let the Division clerk know this before your scheduled conference. An Advisement of Available Domestic Violence Services is attached to this order for the information of the parties in dissolution cases and others where this is an issue.

MOTIONS

11. Emergency matters may be brought to the attention of the clerk or the Family Court Facilitator for presentation to the Court. Issues related to children shall be given priority on the Court's calendar. C.R.C.P. Rule 16.2 (c)(3).

12. Any need for Temporary Orders should be raised at the Case Management Orientation/Initial Status Conference, but may also be raised at any subsequently scheduled status conference. C.R.C.P. 16.2 (c)(4)(B).

13. The filing and scheduling of all motions shall be determined at a status conference, with the exception of those motions listed in C.R.C.P. Rule 16.2 (c)(4)(A), which may be filed at any time. C.R.C.P. Rule 16.2 (c)(4)(A) & (B).

14. Motions scheduled at a status conference shall be set for review and decision by the Court in accordance with the District Court Practice Standards. C.R.C.P Rule 121, Section 1-15, unless a modified schedule has been approved by the Court. **Unauthorized motions will not be set for review.**

ORDER FOR PARENTING AFTER DIVORCE CLASS

15. In all cases involving children under the age of 18, whether a dissolution of marriage or a legal separation or an allocation of parental responsibility proceeding, both parents **and any other party seeking parenting time** shall attend a seminar regarding the effects of divorce upon children and parenting skills necessary during and after the case. Completion of the class is required, even if you agree on all child-related issues.

16. Specifically, it is ordered that the petitioner(s) and the respondent(s)/co-petitioner(s)

attend a four-hour parenting seminar through one of the following: **Parenting After Divorce, (303) 329-9942; New Beginnings, (303) 706-9424; Children Cope with Divorce, (303) 584-9815; In the Best Interests of Children, (303) 273-0459; or Children Come First (through the Center for Divorce and Parenting) (303) 771-5424**, within 40 days of the date of this order. Failure to comply with this Order may be considered by the Court in determining the allocation of parental responsibilities and parenting time. To request attendance at another program, or approval of a course already taken, you must provide an outline of the course curriculum so that the judicial officer may consider whether attendance at the substitute program will qualify as compliance with this order. The cost of this seminar is nominal and shall be paid by the parties. The Court cannot waive this fee.

DISSOLUTION BY AFFIDAVIT

17. If you do not have minor children, or if you have minor children and you are both represented by attorneys, and if you have agreed upon all aspects of your separation and dissolution, you may be divorced by affidavit without appearance of the parties.

18. Your dissolution decree may be granted ninety (90) days after filing or service or waiver of service, whichever occurs later, provided the Court finds the agreement reasonable and neither party notifies the Court of a desire to withdraw any material statement on the affidavit, and all necessary documentation is complete. Both parties' signatures must appear and be verified on all joint documents, unless service was by publication.

19. If you have minor children and one or both of you are not represented by an attorney you will need to appear in court to obtain a dissolution decree or permanent order allocating parental responsibility. If you are seeking a legal separation, you will need to appear in court to obtain a decree regardless of whether you have minor children or are represented by attorneys.

GENERAL INFORMATION AND HELP FOR PARTIES WITHOUT LEGAL COUNSEL

20. If you choose to represent yourself, you will be required to follow the same procedures as parties represented by attorneys. Forms may be purchased from the main clerk's office or downloaded from the State Courts Web site (<http://www.courts.state.co.us>). You may also visit the Pro Se Resource Center for assistance in filling out and/or purchasing of documents. Information on the hours when the Center is staffed can be obtained in the main clerk's office. Division clerks can provide procedural assistance only and can be contacted at the numbers listed on page 1. **The law prohibits all court personnel, including Pro Se Resource volunteers, from giving you legal advice.**

PETITIONER SHALL SEND A COPY OF THIS ORDER, NOTICE OF HEARING AND ALL OTHER DOCUMENTS FILED WITH THE COURT TO ALL COUNSEL AND SELF-

REPRESENTED PARTIES & FILE A CERTIFICATE OF SERVICE.

SO ORDERED.

Dated this first day of January, 2005.

By the Court

Juanita L. Rice
District Court Judge

Robert H. Russell, II
District Court Judge