

District Court, Jefferson County, State of Colorado Court Address: 100 Jefferson County Parkway Golden, CO 80401	
_____ _____ Petitioner	_____ Case No: _____
VS	Div.: _____
_____ Co-Petitioner/Respondent	
DOMESTIC RELATIONS CASE MANAGEMENT ORDER	

This Case Management Order has been: E-Filed to: _____
 Hand Delivered to: _____
 Mailed to: _____

 Date Ordered: _____

It is the responsibility of the Petitioner or their counsel to mail a copy of this Order to the Respondent or their counsel and file a Certificate of Mailing with the Court.

Status Conference Date: _____ Time: _____ Location: Courtroom 5D

This Domestic Relations Case Management Order applies to the following case types: Dissolution of Marriage, Legal Separation and Allocation of Parental Responsibilities. **Please read this Order very carefully, failure to comply with this Order may result in the dismissal of your case.**

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 lead to a 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 STATUS CONFERENCE

The purpose of the Status Conference is to orient the parties to the court's case management process and to plan the timing of future activity in the case.

If neither party is represented by counsel, a case management conference must take place within 40 days of filing the petition. The Case Management Conference shall not be delayed due to lack of service.

Failure to appear at the conference may result in the dismissal of your case or the issuance of a citation for contempt of court.

The following documents are required to be filed with the Court 7 days prior to the status conference:

- a) Parties must exchange the mandatory disclosures as required by C.R.C.P. 16.2(e)(7) and file a Certificate of Compliance with the Court. **The disclosures themselves shall not be filed unless ordered by the court.**
- b) Parties must complete the financial affidavit. Financial Affidavits may be completed on line at <http://www.courts.state.co.us/chs/court/forms/domestic/alldomesticforms.htm>; and
- c) Proposed child support worksheet (if there are minor children). Child support worksheets may be completed on line on the Court's homepage:
<http://www.courts.state.co.us/chs/court/forms/domestic/childsupportguidelines.htm>

Further settings will be determined by the Domestic Court Facilitator at the time of the conference and may include additional status conferences, a temporary orders hearing, or a pre-trial conference. The Domestic Court Facilitator will also provide instructions on setting a permanent orders hearing.

Parties shall be present in person at the status conference. **No children shall be allowed at the conference; if children are present, the conference will be cancelled and the parties will be required to reset the conference date.**

You do not have to attend the mandatory initial conference if:

- 1) Both parties agree on all aspects of the case and file an Affidavit for Decree without Appearance, the complete separation agreement, and all other required documentation before the conference date, or
- 2) If both parties are represented by counsel, counsel may file a Stipulated Case Management Plan within 40 days of filing of the petition. If counsel is unable to obtain a Stipulated Case Management Plan, they, upon notice to the Court, must set a status conference.

MOTIONS

Emergency matters and request for temporary orders may be brought to the attention of the Court by motion. Issues related to children shall be given priority on the court's calendar. C.R.C.P. Rule 16.2 (e)(3). Any need for temporary orders may also be raised at the Initial Status Conference.

DISSOLUTION BY AFFIDAVIT

If you do not have children age 21 or younger, or if you have minor children and **both** parties are represented by attorneys, and if you have agreed upon **all aspects** of your separation and dissolution, you may proceed by filing an Affidavit for Dissolution without Appearance of Parties.

It is the responsibility of the parties to assure the proper documents have been filed. **Both** parties' signatures must appear and be notarized on all joint documents.

If you have minor children, and one or both of the parties is not represented by an attorney, you will need to appear personally in court to obtain a decree or permanent orders allocating parental responsibilities. If you are seeking a legal decree of separation, you will need to appear in court to obtain the decree regardless of whether you have minor children or are represented by attorneys.

PARENTING CLASSES

In all cases involving children under the age of 18, whether a dissolution of marriage, a legal separation, or an allocation of parental responsibilities proceeding, both parents **and any other party seeking parenting time** shall attend a parenting class. Completion of this class is required even if you agree on all child-related issues. The cost of this class is nominal and shall be paid by the parties. The court cannot waive this fee.

If you meet the following criteria, then you **must** attend the Parents and Children's Educational Class.

- have any child between the age of 6 and 17 and
- are seeking a Dissolution of Marriage or Legal Separation
- Both parties live in the State of Colorado
- Parties have been physically separated 2 years or less.

The parties shall not attend the same class if there is a restraining order in effect prohibiting contact between the parties. If the parties attend different classes, the petitioner must bring the child(ren) to the class. The Respondent/Co-Petitioner who attends a different class may also bring the child(ren) when attending the class. Either party may request reimbursement from the other party for the child(ren)'s fee associated with the class. The classes are held at the Jefferson County Court and Administrative Facility, 100 Jefferson County Parkway, Golden, Colorado, in the Jury Assembly Room at 4:30 p.m. Registration is from 4:00 to 4:15 p.m. Both parties are required to call (720) 939-2244 to schedule a particular class.

If you do not meet the above criteria you must attend a parenting class to assist with parenting responsibilities both during and after the conclusion of the case. The parenting class must be a minimum four-hour class that addresses the topics of positive co-parenting and the effects of family conflict on children. Completion of one of the following programs will satisfy this requirement:

- | | |
|------------------------------------|----------------|
| ▲ Best Interests of the Children | (303) 273-0459 |
| ▲ Divorced But Still Parents | (303) 986-1800 |
| ▲ Divorce and Parenting Center | (303) 771-5424 |
| ▲ Family Tree | (303) 422-2133 |
| ▲ Parenting After Divorce | (303) 329-9942 |
| ▲ Shared Parenting Support Program | (303) 431-1963 |

If you must attend an out-of-state class, it is your responsibility to demonstrate that the class has been provided under the auspices of a licensed mental health professional and satisfies the criteria. Parties must file with the court a certificate of completion from the provider showing successful completion of the class within 45 days from the date of this order. Each parent is responsible for paying the cost of his/her class.

Failure to comply with the Order to attend a Parenting class may result in the postponement of the entry of the decree, or other sanctions including contempt of court, postponement of your hearing date, or dismissal of your case. Failure to comply may also be considered by the court as a factor in determining the allocation of decision-making responsibilities and parenting time.

DOMESTIC VIOLENCE

The Colorado Legislature has acknowledged the impact of violence in and around the home and the effect that it has on children. The State Legislature also recognizes that children living in homes where domestic violence occurs are a greater risk of emotional, psychological, and physical harm. Since domestic violence affects children in a variety of ways, each child should be assessed on an independent basis.

If your case involves domestic violence, you are strongly encouraged to obtain assessment, counseling, or other available services for your family. If your children participate in assessments or counseling related to domestic violence, the Court may apportion the costs of such services between the parties as it deems appropriate. A list of resources may be obtained at the Self-Help Center.

GENERAL INFORMATION

Parties shall come prepared with all documents. Forms may be obtained on the Judicial web site at **www.courts.state.co.us/chs/court/forms/selfhelpcenter.htm** under the Family Law heading or from the Clerk of Court's Office. **If you choose to represent yourself, you are required to follow the same procedures and rules as attorneys.**

Parties shall be prepared to stipulate to all matters not in dispute. If there are issues still in dispute after the conference, the parties may request a temporary orders hearing and the Court may direct specific hearings on disputed questions of fact. The parties also have the option of participating in mediation in order to reach an agreement on disputed issues. Mediation services are available through the Colorado State Judicial Department Office of Dispute Resolution (303) 837-3672, Jefferson County Mediation (303) 271-5060, or you may obtain a private mediator with family law experience.

THE SELF-HELP CENTER

The Self-Help center is located on the first floor of the main clerk's office - the window to the right of the Domestic window or may be reached at (303) 271-6102. The Self-Help Center will serve as a resource for litigants representing themselves. Self-Help center staff are NOT attorneys and are not permitted to provide legal advice or fill out forms for you.

While you have the right to represent yourself in a dissolution of marriage/legal separation/allocation of parental responsibilities proceedings, judicial officers and other court personnel cannot give you legal advice. The dissolution of marriage/legal separation/allocation of parental responsibilities process can present many complicated issues. It is advisable to consider whether it is more cost effective to seek the advice of a lawyer for your protection before beginning your case. If the issues are not properly or adequately addressed in court, you may compromise your rights – or even lose them. It is generally more expensive to go back and try to fix problems after the process is completed.

SO ORDERED BY THE COURT

R. Brooke Jackson, Chief Judge