

- a. **Disclosures pursuant to C.R.C.P. Rule 16.2 (e) (financial affidavit, most recent 3 mos. pay stubs or profit/loss statements if self-employed, preceding three years tax returns, information relating to pension, profit sharing or retirement savings);**
- b. **Proposed child support calculations;**
- c. **Proposed calculation of temporary mandatory maintenance pursuant to C.R.S. 14-10-114 or proposed maintenance if not mandatory, if any;**
- d. **Certificate that the party has attended one of the following parenting classes if the matter involves children under 18 years of age: 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 (303)771-5424, or other class approved by the 18th Judicial District. Parties shall attend one of the above listed parenting classes prior to the initial status conference.** 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. The cost of this seminar is nominal and shall be paid by the parties. The Court cannot waive this fee.

Further setting will be determined by the court facilitator (Division 4W) and may include subsequent status conferences, temporary orders hearing or pre-trial conference with the Judge.

3. Parties and counsel if any shall all be present 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.

4. **A Case Management Orientation/Initial Status Conference shall take place in all cases except:**
- a. 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).
 - b. 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 initial 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. **YOU MAY NOT BRING CHILDREN TO THE INITIAL STATUS CONFERENCE. PLEASE MAKE DAYCARE ARRANGEMENTS, ACCORDINGLY.**

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 at <http://www.courts.state.co.us/chs/court/forms/domestic/domestic.html>.

8. 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).

9. 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.

10. 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

11. 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

12. 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).

13. 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).

14. 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).

15. 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.**

SPECIAL ADVOCATES

15. Any party requesting the appointment of a Special Advocate (SA) shall provide a proposed form of order to the Court. The form of order shall be JDF 1318, as mandated by Chief Justice Directive 04-08, and available at www.courts.state.co.us. The proposed form of order shall include all requested identifying information of the parties, children, SA and restraining orders. It shall further include any stipulations of the parties regarding the SA's and parties' responsibilities, including payment by the parties.

ALONG WITH A COPY OF THE SIGNED SPECIAL ADVOCATE (SA) ORDER, THE MOVING PARTY SHALL FURTHER SERVE THE SA WITH A COPY OF THIS CASE MANAGEMENT ORDER.

To All Special Advocates:

A. WITHIN 15 DAYS OF RECEIPT OF THE ORDER OF APPOINTMENT, THE SPECIAL ADVOCATE SHALL SUBMIT A SIGNED STATEMENT TO THE COURT (WITH COPIES TO THE PARTIES) THAT:

1. S/He has read the Special Advocate Standards (CJD 04-08);
2. S/He is currently in full compliance with the Special Advocate Standards (CJD 04-08) regarding training and expertise; and
3. S/He will comply with the Special Advocate Standards (CJD 04-08) during the course of this appointment.

FAILURE TO COMPLY WITH THIS ORDER COULD IMPACT PAYMENT OF SA FEES.

B. ALL SPECIAL ADVOCATE REPORTS SHALL BE FILED WITH A COVER SHEET THAT STATES: "THIS IS A SUPPRESSED FILING".

DISSOLUTION BY AFFIDAVIT

16. 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.

17. Your dissolution decree may be granted after ninety (90) days from filing or 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.

18. If you have minor children and one or both of the parties is 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.

CONTESTED PERMANENT ORDERS

19. A contested permanent orders hearing will be necessary to resolve matters where the parties are unable to reach agreement on their own:

A. **Mediation:** All parties are ordered to mediate all contested pending matters with a neutral third-party pursuant to C.R.S. § 13-22-311. If you can not agree upon a mediator, you must schedule mediation with the Arapahoe District Court Multi-Door Courthouse Mediation Service (303)649-6275. The costs of mediation will be split equally unless the parties have stipulated otherwise.

B. **Setting Permanent Orders:** Contested Permanent Orders dates will be set when discovery, both mandatory and any additional, is complete, expert reports are complete and mediation has been completed as follows:

1. Set during a status conference with the court facilitator.
2. Set by the Judge during a pre-trial conference.

C. **Trailing and Firm Permanent Orders Dates:** The Court may offer the parties a trailing permanent orders date in order to speed up resolution of this matter. **If you accept a trailing date, for all intents and purposes this is a firm date. Your trailing date will not be vacated except upon good cause shown. YOU MAY NOT STIPULATE TO VACATE YOUR TRIAL DATE WITHOUT PRIOR COURT APPROVAL. FAILURE TO PREPARE THE CASE SHALL NOT BE**

GROUND FOR A CONTINUANCE. It is your responsibility to clear any and all dates with the experts in your case. Stipulations which resolve all pending matters must be filed prior to the trial or trailing date. If the Court does not have the stipulation prior to the trial date, all parties must appear ready for trial at the scheduled time. Failure to appear for a trailing setting will result in a dismissal of the case.

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/chs/court/forms/domestic/domestic.html>). 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 (Div. 3 at (303)663-7241, Div. 4W at (303)663-7242 or Div. 4 at (303)663-7225. **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:

_____/s/_____
Angela R. Arkin
District Court Judge

_____/s/_____
Louis A. Gresh
District Court Magistrate

_____/s/_____
Beth Elliott-Dumler
**District Court Magistrate/
Family Court Facilitator**

CERTIFICATE OF MAILING (TO BE SIGNED BY PETITIONING PARTY AND FILED WITH THE COURT):

I hereby certify that the foregoing Post Decree Domestic Relations Case Management Order was mailed to _____, with proper postage affixed thereon, at the following address: _____ on this __ day of _____, 200__.

_____(signature of person mailing order).