

<p><b>District Court, Routt County, Colorado</b>  Court Address: 522 Lincoln Ave.  P.O. Box 773117  Steamboat Springs, CO 80477  Phone Number: 970-879-5020</p> <hr/> <p>Petitioner _____</p> <p>Co-Petitioner/Respondent _____</p>	<p style="text-align: center;"><b>COURT USE ONLY</b></p> <hr/> <p><b>Case Number:</b>  _____</p>
<p><b>DOMESTIC RELATIONS  CASE MANAGEMENT ORDER</b></p>	

*This order reflects the procedures to be followed in domestic relations cases in the 14<sup>th</sup> Judicial District.*

**GENERAL INFORMATION AND HELP**

1. The Court encourages but does not require you to use an attorney in your domestic relations case. If you wish to use an attorney and want to know if you qualify for free legal assistance, please call Legal Services at 1-800-521-6968. You may also hire a private attorney.
2. 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.
3. Forms are available for self-represented parties to use. The Court Clerk’s office sells packets containing the most commonly used forms for \$25.00. 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.
4. For more information regarding Court procedures, contact the Family Court Facilitator:

**OFFICE HOURS:**

**STEAMBOAT SPRINGS**  
Tuesdays 8-5, Wednesdays 8-12  
970-879-5020 EXT. 27 (voicemail)

**CRAIG**  
Thursdays 8-5  
970-824-8254

## INITIAL CONFERENCES

5. The Court orders the parties to attend an initial conference with the Court Facilitator or Judge. The purpose of the conference is (1) to review and explain the dissolution process, (2) to establish a schedule for completing Court requirements, (3) to set the next event in your case, and (4) to confirm any agreements of the parties in writing.
6. The parties must be aware that 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.
7. The conference must be held within 40 days from the date of filing. The Court will schedule the conference at the time of filing. The Court will issue a “Notice of Domestic Relations Initial Status Conference” to the petitioner at the time of filing.
8. At the conference, the Facilitator or Judge will set the next event in the case—either a hearing or subsequent status conference. The next event will be set even if one party fails to attend the status conference.
9. The parties may attend the conference by telephone.
10. 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.
11. 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.

## FINANCIAL DISCLOSURES

12. The parties and counsel shall provide each other full and complete disclosure of all relevant financial documents as quickly as possible (see Colorado Rules of Civil Procedure, Rule 16.2(e) for guidance), so that any necessary orders can be issued as needed, and so final settlement can be explored at the earliest possible time.
13. Once the parties complete disclosure, each party must file with the Court a form entitled “Certificate of Compliance.” (JDF 1104).
14. Each party must file with the Court a form entitled “Affidavit with Respect to Financial Affairs” (JDF 1111).

15. All parties with children must file the appropriate child support worksheet. (JDF 1820 or JDF 1821).
16. The parties must complete their mandatory financial disclosures within forty days from the date of filing. The parties should complete the disclosures prior the initial status conference, to the extent reasonably possible.

### **MOTIONS, DISCOVERY, EXPERT WITNESSES**

17. The only motions that may be filed are listed in Rule 16.2(c)(4)(A). Requests to file other motions, INCLUDING MOTIONS FOR TEMPORARY ORDERS, must be done at a status conference or in a phone conference. To schedule a phone conference with the Judge, call the Court Clerk's office.
18. For procedures on conducting discovery and using expert witnesses, please see Rule 16.2(f) and (g).

### **PARENTING CLASS**

19. Parties with minor children must attend a Parent Information Class. Attached to this order are the class schedules for Routt and Moffat Counties. In Grand County, call instructor Frank Giardino, Ph.D. at (970) 887-2179 for information on the next available class. A blank Certificate of Attendance is attached.
20. If you live outside the Fourteenth Judicial District, contact the local state court in your area for information on the next available parenting class for parents going through dissolution of marriage or allocation of parental responsibilities proceedings. You must motion the Court for permission to attend the class.

### **MEDIATION**

21. Mediation is required before a contested final orders hearing is scheduled. A contested hearing occurs when the parties are not in complete agreement. A blank Certificate of Attendance is attached with this order.
22. The parties may use an independent mediator of their choosing or may attend mediation with the mediator contracted with the Fourteenth Judicial District.
23. 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.

### **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 by the parties.

It is so ordered.

Dated: \_\_\_\_\_

\_\_\_\_\_  
District Court Judge

### **CERTIFICATE OF MAILING**

\_\_\_\_\_ Hand delivered to: \_\_\_\_\_

\_\_\_\_\_ Delivered via attorney tray to: \_\_\_\_\_

\_\_\_\_\_ Mailed to: \_\_\_\_\_

Date: \_\_\_\_\_ Deputy Clerk: \_\_\_\_\_