

<b>Seventeenth Judicial District Court, State of Colorado</b> <b>Adams &amp; Broomfield Counties</b>		
<input type="checkbox"/> <b>1100 Judicial Center Drive</b> <b>Brighton, CO 80601</b>	<input checked="" type="checkbox"/> <b>17 DesCombes Drive</b> <b>Broomfield, CO 80020</b>	<b>▲ COURT USE ONLY ▲</b>
<b>In RE the Matter of:</b>  <b>Petitioner:</b>  <b>Co-Petitioner/Respondent:</b>		<b>Case Number:</b>  <b>Division:</b>
<b>DOMESTIC RELATIONS</b> <b>CASE MANAGEMENT ORDER, effective July 1, 2015</b>		

**COURT FACILITATED PROCEDURE FOR DOMESTIC RELATIONS CASES**

1. Court procedures that apply to your case are set out in Rule 16.2 of the Colorado Rules of Civil Procedure, which can be found in many public libraries, and which can be found online at: [http://www.courts.state.co.us/Courts/District/Custom.cfm?District\\_ID=17&Page\\_ID=555](http://www.courts.state.co.us/Courts/District/Custom.cfm?District_ID=17&Page_ID=555)

**MANDATORY INITIAL CONFERENCE**

2. **An initial conference shall take place within 42 days of filing for pre-decree cases only. Rule 16.2 (c) (1) (E).** The party who files the Petition shall schedule an initial status conference. This conference shall be scheduled at the Clerk’s office when the Petition or motion is filed in person. Otherwise, this initial status conference shall be scheduled by calling **Division A at 720-887-2140 for cases ending in 1, 2 or 3 and Division B at 720-887-2135 for all other case numbers (or cases ending in 0, 4, 5, 6, 7, 8, or 9).** Once the conference is set, the Petitioner (person filing the motion) shall confirm this date by filing a Notice of Hearing with the Court, and mailing the Notice to opposing counsel and any self-represented parties.

**\*\*PLEASE DO NOT BRING CHILDREN TO COURT HEARINGS OR CONFERENCES\*\***  
If Children are present, the hearing or conference may be cancelled and parties will be required to reset the date. If you are in need of child care, please visit the state judicial website for information.

[https://www.courts.state.co.us/Courts/District/Custom.cfm?District\\_ID=17&Page\\_ID=608](https://www.courts.state.co.us/Courts/District/Custom.cfm?District_ID=17&Page_ID=608)

3. **The only exceptions from the mandatory initial conference are when:**
  - Both parties agree on all aspects of their case, and they file an Affidavit for Decree without Appearance (JDF1201-Marriage/Legal Separation or JDF 1258-Civil Union) complete with all supporting documents, or they file a signed stipulation resolving all issues in a post-decree matter. Rule 16.2 (c)(1)(D);

**Or**

  - Both parties are represented by counsel, and they have filed a Stipulated Case Management Plan, *and* a Certificate of Compliance with the Mandatory Disclosures. Rule 16.2(c)(1)(C).
    - (a) If a Stipulated Case Management Plan is filed it must be filed **at least 5 business days prior to the initial status conference.** Your Stipulated Case Management Plan must be approved by a judicial officer and you must receive an e-filed order or you will be required to appear for the initial status conference.

- (b) All Stipulated Case Management Plans must outline the agreements of the parties and any remaining issues to be resolved.
4. Parties appearing at initial status conferences shall be prepared to determine a timeline of events leading to the completion of their case. Status conference procedures are more fully described in Rule 16.2(c) (2). Parties and their attorneys, if any, must attend the initial conference to the extent that they have had notice of its time and date.

### **PROCEDURES FOR ALL CASES**

5. **All parties must comply with the disclosure provisions of Rule 16.2(e).** This rule requires each party to provide the other party with a Sworn Financial Affidavit, and with the Mandatory Disclosures set forth in the Appendix to Chapters 1 to 17A of the Rules of Civil Procedure. Forms are included in the packets on sale from the Clerk's Office, and they are also available online.
6. Disclosures shall be made as soon as is practical, but no later than the 42 day period set by Rule 16.2 (e). 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 other documents included within the Mandatory Disclosures shall not be filed.
7. Parties may engage in discovery and retain experts as permitted by Rule 16.2(f & g), but must seek court authorization for any additional discovery. Whenever possible, any disputed issues should be resolved at the status conferences.

### **MANDATORY ALTERNATIVE DISPUTE RESOLUTION (ADR)**

8. Per Chief Judge Order 2015-07 [https://www.courts.state.co.us/userfiles/file/Court\\_Probation/17th\\_Judicial\\_District/CJAOs/2015-07.pdf](https://www.courts.state.co.us/userfiles/file/Court_Probation/17th_Judicial_District/CJAOs/2015-07.pdf), parties are ordered to attend mediation to attempt to resolve all issues in their case. Parties may choose a mediator from the Office of Dispute Resolution ([www.coloradoODR.org](http://www.coloradoODR.org)) or a private mediator ([www.coloradomediation.org](http://www.coloradomediation.org)). Mediation must be completed and the Certificate of Compliance (JDF 1119) must be filed with the Court **49 days before** the permanent orders hearing (for pre-decree cases). For post-decree cases, the Initial Status Conference will not be scheduled until mediation is completed and the Certificate of Compliance (JDF 1119) is filed with the Court. The expense of ADR shall be divided equally between the parties, subject to reallocation by the court at the Permanent Orders hearing.

If parties resolve all matters and file all necessary paperwork, including Sworn Financial Statements from each party, as well as a joint Separation Agreement and Parenting Plan, if applicable, they will be excused from attending mediation.

### **DOMESTIC VIOLENCE**

9. 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 A clerk (for cases ending in 1, 2 or 3) and Division B clerk (for cases ending in 0,4,5,6, 7, 8 or 9) know this before your scheduled conference.

### **DOMESTIC VIOLENCE SERVICES**

Domestic violence is a pervasive problem in society. A significant portion of domestic violence in occurs in or near the home. Research shows that children in a home where domestic violence occurs are at greater risk of emotional, psychological, and physical harm.

Where there is credible evidence of spouse abuse in a marriage, the court must take this into account when determining parenting time and allocating decision-making responsibility for children. If your

case involves domestic violence, you are strongly encouraged to obtain assessment, counseling, or other available services for your family. If you are on a limited income, or cannot afford such services, then financial assistance may be available to cover some or all of the costs. If your children participate in assessments or counseling related to domestic violence, the court will apportion the costs of such services between the parties as it deems appropriate.

**Call the following for domestic violence services and potential financial resources available in the Adams/Broomfield County area:**

**On-site Services at the Broomfield Court House/Legal Advocacy Office**

The hours are: Mon, 11am-4pm; Tue, 11am-2pm; Wed & Thurs, 10:30am-2:30pm; Fri, 11am-2pm

**Other Service Providers**

**Project Safeguard**, [Brighton or Broomfield], 303-673-7761

**Safe House** [Broomfield] 720-449-8623

**A Woman's Place**: [Fort Lupton] 970-356-4226

**Adams County Department of Human Services**: [adult protective services] 303-227-2353.

**Alternatives to Family Violence**: [shelter – Commerce City] 303-289-4441

**AMEND**: [Brighton / Broomfield: victim services, counseling for perpetrators]: 303-453-1000

**Anti-Violence Program of Equality Colorado**: [Lesbian, Gay, Bi., Trans.] 303-8525094

**Asian Pacific Development Center**: [Metro, Asian community] 303-355-0710

**Colorado Coalition Against Domestic Violence**: [outreach, referrals] 303-831-9632

**Crossroads Shelter** [shelter - men] 303-298-1028

**Denver Indian Health and Family Services**: [Native American] 303-781-4050

**Denver Safehouse** [crisis line for women, including lesbians] 303-318-9989

**Domestic Violence Initiative for Women with Disabilities**, 303-839-5510

**Gateway Battered Women's Shelter**: [Aurora] 303-739-7826

**Services de La Raza, Inc** [Spanish] 303-458-5851; 303-477-3817

**Women's Crisis Center** [Metro, 24 hour assistance] 303-688-8484

**PARENTING CLASS REQUIREMENT**

10. All parties with minor children who are seeking an initial divorce, legal separation or allocation of parental responsibility must attend a court approved parenting class. This requirement does not apply to parties seeking to modify an existing divorce or "custody" decree. You must take the class from one of the providers listed below. Parties must file with the court a certificate of completion from the parenting class provider. Each party is responsible for his/her own fee. While the provider may reduce the fee for persons who qualify financially, the court cannot waive the fee.

Please contact the providers directly with any questions.

**Dispute Resolution Professionals, Inc.**

303-273-0459

**In the best interests of the Children**

For dates, times, and locations, please refer to the website.

[www.disputepro.com/parenting](http://www.disputepro.com/parenting)

Classes held each month in Aurora, Brighton, Castle Rock, Golden/Denver, Littleton and Thornton

Cost is \$65 per person

**Healthy Children of Divorce**

303-720-6534

*Para la clase en español llame a*

720-441-3511

For list of classes and times, please refer to website.

[www.healthychildrenofdivorce.com](http://www.healthychildrenofdivorce.com)

Classes are held at Front Range Community College: 3645 W. 112<sup>th</sup> Avenue, Westminster, CO 80031

Cost \$60.00 per person

## INTERPRETERS

11. As established in Chief Justice Directive 06-03 Amended June 2011, the courts shall assign and pay for language interpretation for all parties in interest during or ancillary to a court proceeding. This includes all domestic and civil cases. Therefore, if there is a party requiring the services of an interpreter, the Managing Court Interpreter must be notified at least 2 weeks prior to the hearing date so that the services can be arranged.

If an interpreter is required for any party in the case, the attorney or unrepresented party, shall notify the Managing Court Interpreter at (303) 654-3377 or by email at [colleen.kent@judicial.state.co.us](mailto:colleen.kent@judicial.state.co.us) of the need for an interpreter as soon as possible, specifying the language being requested (e.g. Spanish, Russian, etc.). Pursuant to Chief Justice Directive 06-03, as amended on June 28, 2011, “the courts shall assign and pay for language interpretation for all parties in interest\* during or ancillary to a court proceeding.” A court proceeding for which an interpreter will be provided includes any hearing, trial or other appearance before any Colorado state court in an action, appeal, or other proceeding, including any matter conducted by a judicial officer. The court shall not permit any person other than an authorized language interpreter to function as a language interpreter in any court proceeding or court operation.

*En caso de que cualquiera de las partes en la causa requiera servicios de interpretación, el abogado o la parte sin abogado, deberá notificar lo más pronto posible al coordinador de intérpretes al (303) 654-3377 o por correo electrónico a [colleen.kent@judicial.state.co.us](mailto:colleen.kent@judicial.state.co.us), especificando el idioma solicitado (es decir, español, ruso, etc.). Conforme a lo dispuesto en la directiva del juez presidente 06-03, enmendada el 28 de junio del 2011, “los tribunales deberán asignar y pagar los servicios de interpretación para todas las partes en cuestión\* en todos los procedimientos judiciales o trámites conexos.” Los procedimientos judiciales para los cuales se proporcionará un intérprete incluyen toda audiencia, juicio o comparecencia ante un tribunal del estado de Colorado en una demanda, apelación o cualquier otro procedimiento judicial, incluidos los asuntos ante un oficial judicial. El juez no permitirá que ninguna otra persona, más que el intérprete autorizado, sea quien interprete durante cualquiera de los procedimientos o trámites judiciales.*

*\* CJD 06-03 I.K. Party in Interest – A party to a case; a victim; a witness; the parent, legal guardian, or custodian of a minor party; and the legal guardian or custodian of an adult party.*

*\* Directiva del juez presidente 06-03 I.K. Parte en cuestión – Una de las partes de una causa, toda víctima, testigo, padre o madre, tutor legal o cuidador de una parte menor de edad y el tutor legal o cuidador de una parte adulta.*

If the defendant in a civil or small claims case wishes to file an answer in the case this may be done prior to the appearance date or on the appearance date. All answers must be completed in English. Please note: if the defendant wishes to file an answer on the appearance date and has limited English proficiency, the defendant should bring another party proficient in the English language to assist the defendant in completing the answer. The court interpreter is not permitted to assist the defendant in completing the answer.

*Si el demandado en una causa civil o de cuantías menores desea presentar una contestación en la causa, lo puede hacer antes de la fecha de comparecencia o el día de la misma. Todas las contestaciones se deberán completar en inglés. Nota: si el demandado desea presentar una contestación el día de la comparecencia y tiene dominio limitado del inglés, el demandado deberá traer a otra persona quien domine el inglés a fin de que le asista para completar la contestación. El intérprete judicial no tiene autorización para ayudar al demandado a completar su contestación.*

**IMPORTANT INFORMATION ABOUT NOTIFYING THE OTHER PARTY  
OF THIS COURT ACTION**

If both parties did not sign the Petition you must complete either a Return of Service or a Waiver of Service. The court clerk will issue a SUMMONS. You will be given 2 copies of the summons and the Petition for service to the other party. It is important that you have the Respondent served as quickly as possible as the mandatory 91-day waiting period will not start until the Respondent is officially served with the Petition and Summons. **Service by mail is not proper service.** As soon as you have a signed and notarized Return of Service or Waiver of Service from the Process Server or Other Party, you must file with the Court. **It is important to have service complete before your status conference.**

**PERSONAL SERVICE**

If the Respondent is not willing to sign the Waiver, a third party such as a deputy sheriff must serve the Petition and Summons to the Respondent. To have the Respondent served by a Deputy Sheriff or Police Officer, you should contact the Police Department or Sheriff's Department in the county where the Respondent lives. You may also contact a private process server, or someone who is over the age of 18 who is not involved in the case, and who knows the rules of service. **A Return of Service must be completed; JDF 1222(b).**

If you need to arrange to personally deliver court documents to someone, this is known as “**service of process**”. You cannot personally deliver the documents yourself, and you will need to get someone to deliver the documents for you. Here are the three choices:

1. **The Police or Sheriff's Department** – You will be charged a fee for this service
2. **A private process server** – Look up “process servers” on the internet or in the phone book. You will be charged a fee for this service.
3. **Someone you know who is at least 18 years old and who is not involved in the case.**

**WAIVER OF SERVICE**

If the Respondent is willing to sign the Waiver of Service, it will not be necessary to have the Respondent served with the Petition and Summons. Give the Respondent the copies of the Petition and Summons and have the Respondent sign the Waiver in front of a Notary Public. This is the easiest form of service, however, the Respondent MUST BE WILLING to accept the Petition and Summons from you and sign the waiver. **A Waiver & Acceptance of Service must be completed; JDF 1222(a).**

**SERVICE BY PUBLICATION**

If **EVERY EFFORT** has been made to locate the Respondent, and the Respondent still cannot be found, you may file a Motion for Service by Consolidated Notice. In the Motion, you must explain in great detail the persons contacted and the steps used to try to locate the Respondent. The fee to file this is \$10.00. If the Motion is granted, the court will publish the notice in a newspaper for you.

**For more information on “Service of Process” please watch the 17<sup>th</sup> Judicial District’s video by searching for “Service of Process in Colorado” on YouTube or going to:**

**<http://bit.ly/SOPinCO> for English and <http://bit.ly/17thSOP-espanol1> for Spanish.**

## **ADDITIONAL REQUIREMENTS & INFORMATION**

You MUST serve the other party a copy of this CASE MANAGEMENT ORDER and NOTICE OF INITIAL STATUS CONFERENCE.

These documents do not have to be served by a third party. You may hand deliver or mail these documents yourself.

You must complete and submit the attached CERTIFICATION OF MAILING and the NOTICE OF INITIAL STATUS CONFERENCE to the court, indicating all interested person(s) received a copy.

**SELF HELP RESOURCE CENTER:** If you have any unanswered questions or need help with forms, please contact the Self Help Resource Center (SHRC). The 17<sup>th</sup> Judicial District SHRC provides individuals who do not have attorneys with free legal information and assistance. The staff can answer questions about legal forms, the legal system, and the legal process, but cannot provide legal advice. Public access computers are available for research and for completing forms.

### **Broomfield Self Help Center**

17 DesCombes Drive

Broomfield, CO 80020

Email: [17shrc@judicial.state.co.us](mailto:17shrc@judicial.state.co.us)

Hours: Tuesday: 9:00 am – 12:00 pm; Thursday: 9:00 am-12:00 pm.

### **Adams County Self Help Center**

1100 Judicial Center Drive

Brighton, CO 80601

Email: [17shrc@judicial.state.co.us](mailto:17shrc@judicial.state.co.us)

Hours: Monday, Wednesday, And Friday: 8:30 – 3:30 pm.

Tuesday and Thursday: 9:00am – 3:00 pm.

**It is so ordered.**

Dated: July 1, 2015

/S/ PATRICK T. MURPHY

Patrick T. Murphy

Chief Judge

<b>Seventeenth Judicial District, State of Colorado</b> <b>Adams &amp; Broomfield Counties</b>		
<input type="checkbox"/> 1100 Judicial Center Drive Brighton, CO 80601	<input checked="" type="checkbox"/> 17 DesCombes Drive Broomfield, CO 80020	▲ COURT USE ONLY ▲
<b>In Re to the Marriage of:</b>  , Petitioner  , Respondent/Co-Petitioner		<b>Case Number:</b>  <b>Division:</b>
<b>CERTIFICATE OF MAILING OR DELIVERY</b>		

I certify that in the above-captioned case, a copy of the DOMESTIC RELATIONS CASE MANAGEMENT ORDER-EFFECTIVE JULY 1, 2015, together with the following attachments:

- NOTICE OF HEARING
- CERTIFICATE OF MAILING OR DELIVERY

**WERE:**

- Hand-delivered to Petitioner
- Hand-delivered to Petitioner & Co-Petitioner
- Hand-delivered to Co-Petitioner/Respondent
- Hand-delivered to: \_\_\_\_\_
- Mailed to Petitioner at the address listed on the Petition/Motion
- Mailed to Co-Petitioner/Respondent at the address listed on the Petition/Motion
- E-Filed via jPOD/ICCES to: \_\_\_\_\_
- Mailed to: \_\_\_\_\_ at the following address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Party completing mailing or delivery

<b>Seventeenth Judicial District, State of Colorado</b> <b>Adams &amp; Broomfield Counties</b>  <input type="checkbox"/> <b>1100 Judicial Center Drive</b> <b>Brighton, CO 80601</b>	<input checked="" type="checkbox"/> <b>17 DesCombes Drive</b> <b>Broomfield, CO 80020</b>  <b>▲ COURT USE ONLY ▲</b>
<b>In re: <input type="checkbox"/> the marriage of / <input type="checkbox"/> allocation of parental responsibilities</b>  <div style="text-align: center;"> <b>, Petitioner</b>   <b>AND</b>   <b>, Respondent</b> </div>	<b>Case Number:</b>  <b>Division:</b>
<b>NOTICE OF STATUS CONFERENCE</b>	

You are notified that a mandatory initial status conference has been set in the District Court, Division F at the above court address on:

Date:  
Time:

Your conference will be held on the **1<sup>st</sup> floor with the Family Court Facilitator.**

**The following paperwork may be obtained at <http://www.courts.state.co.us> and must be filed at the status conference:**

1. Return of Service JDF 1222(b) and Waiver of Service JDF 1222(a) (Unless you filed as petitioner and co-petitioner)
2. Sworn Financial Statements JDF 1111 (one for each party)
3. Certificate of Compliance JDF 1104 (one for each party)
4. Parenting Plan JDF 1113 (if there are children)
5. Separation Agreement JDF 1115 (if Dissolution/Legal Separation case)
6. Decree of Dissolution/Legal Separation JDF 1116 **OR**  
Order for Allocation of Parental Responsibilities JDF 1422
7. Support Order JDF 1117 (if there will be maintenance or child support)

**\*\*Please make 3 copies of your Financial Affidavit, Parenting Plan, Separation Agreement and Decree of Dissolution/Legal Separation before filing documents with the court\*\***

If parties fail to appear for the above status conference, this case will be dismissed for failure to prosecute with no further notice to either party.

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Your signature)

**CERTIFICATE OF SERVICE**

I hereby certify that on \_\_\_\_\_ (date), I mailed/delivered a true and correct copy of the foregoing Notice of Status Conference to the following persons at the addresses listed below:

\_\_\_\_\_  
\_\_\_\_\_  
(Your signature)



<p><b>Seventeenth Judicial District, State of Colorado</b>  <b>Adams &amp; Broomfield Counties</b></p> <p><input type="checkbox"/> 1100 Judicial Center Drive  Brighton, CO 80601</p> <p><input checked="" type="checkbox"/> 17 DesCombes Drive  Broomfield, CO 80020</p>	<p>▲ COURT USE ONLY ▲</p>
<p><b>In Re to the Marriage of:</b></p> <p style="text-align: center;">, Petitioner</p> <p style="text-align: center;">, Respondent/Co-Petitioner</p>	<p><b>Case Number:</b></p> <p><b>Division:</b></p>
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- Hand-delivered to:
- Mailed to Petitioner at the address listed on the Petition/Motion
- Mailed to Co-Petitioner/Respondent at the address listed on the Petition/Motion
- E-Filed via jPOD/ICCES to: \_\_\_\_\_
- Mailed to: \_\_\_\_\_ at the following address: \_\_\_\_\_

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

STAT:           at                    ADWO    NO SET    EMERGENCY

ADDED TO OUTLOOK FCF CALENDAR