

District Court, _____ County, Colorado Address: _____  _____  <b>Petitioner: and Respondent:</b>	     <p style="text-align: center;">▲ COURT USE ONLY ▲</p> <hr/> <b>Case Number:</b> <b>Division: 6</b>
<b>Domestic Relations Case Management Order</b>	

**Court Service on Filing Parties by (name):**

Hand Delivered on \_\_\_\_\_ (date) to:

E-filed via JPOD on \_\_\_\_\_ (date) to:

Copy for Respondent given to Petitioner for service on \_\_\_\_\_ (date).

The Twelfth Judicial District has adopted case management procedures to ensure more efficient resolution of domestic cases. **This order reflects procedures to be followed in every case, whether a new Petition or post-decree Motion.**

**OPTION #1: IF NEITHER PARTY HAS AN ATTORNEY:**

**1. TO PETITIONER (The person who filed the Petition or Motion)**

•Unless you filed a joint case, you must have all other parties served with the Petition, Summons and Case Management Order **or** the Motion and Case Management Order.

•Within one (1) week, you need to arrange for these documents to be served on all other parties.

•Within thirty-five (35) days, you must provide proof of service or waiver of service to the Court Clerk.

•Within thirty-five (35) days, you must call the Family Court Facilitator, Sandy Rotruck, at 719-589-7603.

Your case may be **dismissed** if you do not follow these instructions.

**2. TO RESPONDENT (The person who did not file the Petition/Motion)**

•You must file a response to the Petition or Motion.

•You must serve the Petitioner and all other parties with a copy of the response.

•You must call the Family Court Facilitator, Sandy Rotruck, at 719-589-7603

3. **INITIAL STATUS CONFERENCE.** You will be scheduled for a Status Conference with the Family Court Facilitator to find out about the court process, to complete required forms, identify issues and put any agreements in writing.

4. **CASE MANAGER.** The Family Court Facilitator will manage your case. The FCF is not your attorney and cannot provide you with legal advice.

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## **OPTION #2: IF ONE PARTY HAS AN ATTORNEY.**

The Family Court Facilitator will not be involved in any case that involves an attorney.

### 1. **TO PETITIONER (The person who filed the Petition or Motion)**

•Unless you filed a joint case, you must have all other parties served with the Petition, Summons and Case Management Order.

•Within one (1) week, you need to arrange for these documents to be served on all other parties.

•Within thirty-five (35) days, you must provide proof of service or waiver of service to the Court Clerk.

•Within thirty-five (35) days, you must contact DR Specialist Mary Lyne Parker at 719-589-7611 to schedule an initial status conference

Please note that your case may be dismissed if you do not follow these instructions.

### 2. **TO RESPONDENT (The person who did not file the Petition/Motion)**

•You must file a response to the Petition or Motion.

•You must serve the Petitioner and all other parties with a copy of the Response.

•You must contact DR Specialist Mary Lyne Parker at 719-589-7611 to schedule an initial status conference.

3. **CASE MANAGER.** The Judge assigned to your case will manage your case.

4. **ATTORNEY FILINGS.** All pleadings and exhibits filed by an attorney must be e-filed (12JD Chief Judge Admin. Order 17-01). **Note requirements for exhibits. More information:** [www.courts.state.co.us](http://www.courts.state.co.us).

5. **INITIAL STATUS CONFERENCE.** Status conferences and settings are usually held by phone on **Thursdays between 9:00 – 9:30 a.m.** The party or counsel who filed the Petition or post-decree motion must provide written notice to the other party or the other party's attorney. On

**OPTION #2: IF ONE PARTY HAS AN ATTORNEY** (continued)

the day of the Status Conference, the parties and attorneys must call 719-589-7669 + meeting number 37617#. Please mute phone until your case is called and maintain a quiet background during calls. Please do not use speaker phones or Bluetooth.

6. **MOTIONS.** No motions will be heard prior to or at the conference except those listed below:

- motions for domestic violence restraining orders
- motions for waiver of filing fees
- motions for service by publication
- motions for change of venue or to contest the jurisdiction of the court
- motions for entry, withdrawal or substitution of counsel
- motions to dismiss
- motions noted as emergencies and deemed as emergencies by the Court

7. **PRODUCING INFORMATION AND DOCUMENTS.** Before the Status Conference, each party or his/her attorney should provide each of the other parties with the following documents. That party or attorney should also bring copies of those documents to the Status Conference for each of the other parties and his/her attorney.

- a **Sworn Financial Statement** (as complete as possible) – Form 1111, plus copies of:
- two most recent months of payroll stubs; OR
- two years' proof of taxable income, if self-employed
- two most recent income tax returns
- current statements of all outstanding bills and loans (**a credit report is recommended**)
- current value of all assets, including homes, vehicles, retirement and other financial accounts
- if minor children, proof of any monthly costs of childcare and child's health insurance

Parties shall provide all relevant information and documents required in the Certificate of Compliance (CRCP Rule 16.2(e)). Documents should be exchanged as quickly as possible so interim orders can be issued as needed and final settlement can be discussed.

**GENERAL INFORMATION APPLYING TO ALL CASES**

1. **SERVICE.** The Petition, Summons and Case Management Order must be served on the other party by a non-party over the age of 18 years. **Personal service in a new case is not accomplished by mail, even if certified**, unless the other party signs and files a notarized Waiver of Service. Only motions filed after initial service of process can be served by mail or hand-

delivered by the party who filed the Petition or Motion. Contact Kaylene Guymon at 719-589-7621 or Sandy Rotruck at 719-589-7603 if you are having problems getting the other party(ies) served.

2. **PARENTING CLASS.** A court-sponsored Parent Education Class is required in all cases involving children. The class schedule and parenting resource list are attached. You must file the Certificate showing that you attended Parent Education Class. You only need to attend the parenting class one time per case. You cannot attend an on-line class unless the Judge assigned to your case approves in advance.

3. **PURPOSE OF THE STATUS CONFERENCE.** The purpose is to discuss the case management process and plan the timing of future activity in the case. The Status Conference may be used to identify and discuss issues, set deadlines for providing information and documents, agree upon some type of mediation process and discuss studies, appraisals and evaluations. You may raise issues that may require Temporary Orders. Agreements may be put in writing. Hearings may be scheduled.

4. **HELP WITH PROCESSES OR FORMS IF YOU DON'T HAVE AN ATTORNEY.** You may contact the 12JD Self-Help Coordinator, Kaylene Guymon, at 719-589-7621, to schedule an appointment if you need help identifying or completing forms or have questions about the process.

5. **FORMS.** This Order and all domestic relations case forms are available at [www.courts.state.co.us](http://www.courts.state.co.us) or [www.coloradolegalhelp.us](http://www.coloradolegalhelp.us).

6. **DOMESTIC RELATIONS MAGISTRATE IS AN ACTING DISTRICT COURT JUDGE.** Pursuant to 12<sup>th</sup> JD Chief Judge Admin. Order 12-01, Costilla County Judge Kimberly Wood is appointed as Acting District Court Judge on all domestic relations cases that are assigned to her. Order available at [www.courts.state.co.us](http://www.courts.state.co.us).

**SO ORDERED for all cases filed after Jan. 1, 2015.**

Updated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

BY THE COURT:



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Pattie P. Swift, Chief Judge