

Douglas County Combined Court 4000 Justice Way, Room 2009 Castle Rock, Colorado 80109 Elbert County Combined Court 751 Ute Ave., P.O. Box 232 Kiowa, CO 80117 <hr/> 720-437-6200 303-621-2131	▲ ▲
In re the Interest / Marriage of: Petitioner: Respondent:	Case Number: Division: 4/6/1 (Elbert)
CHILD SUPPORT CASE MANAGEMENT ORDER (CSCMO)	

YOU MUST READ THIS ENTIRE ORDER CAREFULLY. IT GOVERNS YOUR CASE!

THIS MATTER comes before the Court due to filing of a Verified Motion to Modify Child Support.

NOTICE: FAILURE TO ATTEND ANY SCHEDULED COURT CONFERENCE OR HEARING SHALL RESULT IN DISMISSAL OF THE MOTION AND/OR ORDERS ENTERED AGAINST YOU. FAILURE TO TIMELY FILE (63 DAYS) YOUR CHILD SUPPORT SETTING ORDER (CSSO) OR A CHILD SUPPORT STATUS REPORT (CSSR) SHALL RESULT IN DISMISSAL OF THE MOTION. IF THE MOTION IS DISMISSED YOU WILL HAVE TO RE-FILE IT (PAY THE FILING FEES AND BEGIN THE CASE AGAIN).

IT IS ORDERED BY THE CHIEF JUDGE THAT ALL FILINGS IN DOMESTIC CASES IN DOUGLAS/ELBERT COUNTIES SHALL BE BY E-FILE. IT IS FURTHER ORDERED:

Your case is governed by Rule 16.2 of the Colorado Rules of Civil Procedure (C.R.C.P.), and by this Order. The Colorado Rules of Civil Procedure can be found in libraries (as part of the Colorado Revised Statutes) and at www.courts.state.co.us/supct/rules/rulesindex.htm. Domestic relations forms are for sale in the Court Clerk's office or available at <http://www.courts.state.co.us/Forms/SubCategory.cfm/Category/Domestic>.

YOU MAY NOT BRING CHILDREN TO COURT HEARINGS OR CONFERENCES!

Interpreters: If you require a language interpreter, you must inform the court prior to your first court appearance or the next hearing to ensure that an interpreter is present at the Initial Status Conference and at all future Court appearances. A court-appointed interpreter will be scheduled to assist you at no charge. You must inform the Clerk's Office or the Court interpreter's office at 303-649-6171 at least a week prior to the date of your Initial Status Conference. Per Chief Justice Directive 06-03, interpreters must be on the roster of Colorado Judicial Department Authorized Interpreters to provide interpreter services for the Courts.

Si necesita intérprete, debe informárselo al tribunal antes de su primera comparecencia ante el tribunal o la próxima audiencia para asegurarse de que un intérprete esté

presente en su reunión inicial del caso (o Initial Status Conference), así como en todas las comparecencias futuras ante el tribunal. Se le podrá programar, sin costo alguno, a un intérprete asignado por el tribunal para que le asista. Deberá informar a la Oficina del Secretario o a la oficina de los intérpretes del tribunal al 303-649-6171 por lo menos una semana antes de su reunión inicial. Según la directiva 06-03 del presidente del tribunal, los intérpretes deben figurar en la lista de intérpretes autorizados por el Departamento Judicial de Colorado a fin de poder proveer servicios de interpretación en los tribunales.

I. SERVICE OF POST-DECREE MOTIONS.

The person who filed the motion must mail a copy of the motion to the other parties in the case or to their attorneys, if they are represented, and file a written certificate of mailing. Many motions contain the written certificate of mailing on the form. The person who filed the motion must also provide written notice of the date and time of any conferences or hearings to all other parties or their attorneys, if they are represented.

If you apply for and receive Child Support Enforcement (CSE) services, the rest of this Order shall not apply. CSE will take over your Motion.

Child Support Enforcement Units (CSEU) offer assistance with establishment and enforcement of orders for child and family support. Either party may apply for services with CSEU. CSEU may also assist parties with modification of orders when there has been a change of circumstances including a change in parenting time or income of one or both parties. Applicable fees are assessed as required by the Colorado Department of Human Services. **You are encouraged to contact the appropriate Child Support Enforcement Unit directly to determine whether its services are appropriate for your case and obtain a current schedule of fees.**

- If this is a Douglas County case: you may apply for child support services with Douglas County Child Support Enforcement, (303) 814-7145, 4000 Justice Way, Suite 2525A Castle Rock, Colorado 80109.
- If this is an Elbert County case: you may apply for child support services with Elbert County Child Support, (303) 621-3203 Elbert County Child Support, 214 Comanche Street, Kiowa, CO 80117.

If you DO NOT apply for Child Support Enforcement services, the rest of this Order shall apply:

II. WHEN THE PARTIES AGREE ON ALL ISSUES...

If both parties agree to modify child support, both parties may prepare and sign a written agreement (or "stipulation"). If the Court approves your stipulation, it will become an Order of the Court. Both Parties must file updated Sworn Financial Statements and a child support worksheet before the Court will consider adopting the agreement.

III. WHEN THE PARTIES DO NOT AGREE ON ALL ISSUES...

Before the Court will schedule a hearing to decide the disputed issues, you must follow these steps:

a. **Alternative Dispute Resolution (ADR).** All parties are ordered to utilize ADR to settle if possible their disputed issues. If you cannot agree upon an ADR process, you must schedule mediation with the 18th Judicial District Multi-Door Courthouse Mediation Service at (303) 649-6275. The costs of mediation will be split equally, unless both parties agree otherwise. C.R.S. § 13-22-311. The person who filed the motion is responsible for scheduling the mediation date. If you agree on all issues, the mediator may assist with preparing a written stipulation to be considered by the Court.

If there is a history of domestic violence between the parties and the alleged victim is not comfortable participating in ADR, he or she may file a written request to waive the ADR requirement. The request should provide information to document the occurrence of domestic violence, such as protective orders, police reports, medical records, and/or affidavits from those who have observed the violence.

- b. **Scheduling Post-Decree Hearings.** Before the Court will schedule a hearing on your motion, you must complete all of the following:
1. File and exchange updated financial information pursuant to C.R.C.P. Rule 16.2, including a child support worksheets;
 2. Complete discovery, if any;
 3. Agree to or request the appointment of experts, and exchange completed expert reports, if any;
 4. Mediate disputed issues, described above;
 5. **COMPLETE, SIGN AND RETURN THE CHILD SUPPORT SETTING ORDER (CSSO) (ATTACHED AS PAGES 6 - 7, BELOW) NO LATER THAN 63 DAYS AFTER THE DATE OF THIS ORDER. IF, DESPITE THE DILIGENT EFFORTS OF BOTH PARTIES AND/OR ATTORNEYS, THE CASE IS NOT READY TO BE SET BEFORE THE 63-DAY DEADLINE, YOU MUST FILE A CHILD SUPPORT STATUS REPORT (CSSR) (ATTACHED AS PAGES 8 - 9, BELOW) NO LATER THAN 63 DAYS AFTER THE DATE OF THIS ORDER.**

FAILURE TO TIMELY FILE YOUR CHILD SUPPORT SETTING ORDER (CSSO) OR A CHILD SUPPORT STATUS REPORT (CSSR) WITHIN 63 DAYS OF THE DATE OF THIS ORDER SHALL RESULT IN DISMISSAL YOUR MOTION WITHOUT FURTHER NOTICE BY THE COURT. IF YOUR MOTION IS DISMISSED YOU WILL HAVE TO RE-FILE IT (PAY THE FILING FEES AND BEGIN THE CASE AGAIN).

c. **Trailing and Firm Hearing Dates.** You will be given a trailing date (behind another case) and a firm date (as the number one case) so that your hearing can occur at the earliest available date on the Court's calendar. You must accept a trailing date. Often, the Court will hold the hearing on the trailing date because many cases are resolved without a hearing. The Court will not cancel your trailing date unless you file a Motion to Continue in writing, showing "good cause" for doing so, and the Court must approve your Motion. You must coordinate the hearing dates with witnesses, including experts, who will testify on your behalf. If you settle, you must file stipulations that resolve your case before your hearing date. Otherwise, you must be ready for trial on the scheduled date. **Failure to prepare and failure to appear, absent good cause shown, will result in dismissal of your motion.**

d. For All Contested Cases:

- Not less than fourteen (14) days prior to trial each party shall exchange with the other party their properly marked exhibits: Numbers shall be used for the Petitioner's Exhibits (Exhibit 1, Exhibit 2, Exhibit 3, etc.) and letters for Respondent's Exhibits (Exhibit A, Exhibit B, Exhibit C, etc.). In addition, Exhibits shall be page numbered and/or Bates stamped, if appropriate. Parties shall have 4 copies of each exhibit when they come to Court (one for the Court, one previously marked and provided to the opposing party, one for the witness and one for the presenting party). Parties shall consult on exhibits so that duplicate exhibits are avoided. Parties shall notify the court of all stipulated exhibits at the commencement of trial.
- You shall provide the court with proposed child support worksheets. Exhibits must be easily legible when presented to witnesses, counsel/parties and the court. **THE COURT CANNOT PUT CD'S, DVD'S OR FLASH DRIVES IN STATE COMPUTERS. DOCUMENTS MUST BE E-FILED OR IN HARD COPY.**
- **Trial exhibits: Parties are ordered to bring their exhibits to trial in an exhibit book format with 4 copies. At trial the court will instruct the parties on when to e-file their exhibits to preserve for the court record.**

IV. MOTIONS, DISCOVERY, EXPERTS.

Rule 16.2(f) governs the use of discovery in your case. Rule 16.2(g) governs the use of experts. You should resolve any issues regarding experts with the Court during status conferences or by filing a motion.

Motions scheduled at a status conference will be reviewed and decided by the Court in accordance with District Court Practice Standards. C.R.C.P Rule 121, Section 1-15.

V. REPRESENTING YOURSELF IN COURT.

If you represent yourself, you must follow the same procedures as parties represented by attorneys. There is a Self-Help Center open **(with a court clerk)** Tuesdays from 8:30am to 12:30pm and Wednesdays from 12:30pm to 4:30pm, AND Fridays **(with a volunteer attorney)** from 8:30am to noon at the Douglas County Courthouse. There is a pro se clinic in the Elbert Courthouse the third Friday of each month from 9:00a.m.to noon. The volunteer can answer questions about forms and procedures. Division Clerks can provide general procedural information for that Division. Call (720) 437-6287 for Division 7; (720) 437-6275 for Division 4; (720) 437-6283 for Division 6; and (303) 621-2131 for Division 1, Elbert. The Family Court Facilitator (FCF) can be reached at (720) 437-6287. **Volunteers and Court staff are prohibited by law from giving legal advice.**

- A limited number of forms with instructions are available for purchase from the Court Clerk's office or for free at www.courts.state.co.us/chs/court/forms/domestic/domestic.html

THE PERSON FILING THE MOTION SHALL SEND A COPY OF THIS ORDER, NOTICE OF HEARINGS OR CONFERENCES AND OTHER DOCUMENTS HE OR SHE HAS FILED WITH THE COURT TO ALL PARTIES IN THE CASE OR THEIR ATTORNEYS, IF THEY ARE REPRESENTED.

**FAILURE TO TIMELY RESPOND OR APPEAR FOR ANY COURT HEARING OR
CONFERENCE SHALL RESULT IN THE IMMEDIATE DISMISSAL OF YOUR MOTION
WITHOUT FURTHER NOTICE FROM THE COURT.**

Dated this 15th day of January, 2012.

By the Court:

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

_____/s/_____
Christopher C. Cross
District Court Judge

_____/s/_____
Jeffrey K. Holmes
District Court Judge

CERTIFICATE OF MAILING

SIGNED BY PARTY WHO FILED THE MOTION AND FILED WITH THE COURT:

I certify that this Post Decree Child Support Case Management Order was sent by U.S. Mail to _____
_____, at _____
_____ on this ___ day of _____, 200__.

Signature of person mailing order

Douglas County Combined Court 4000 Justice Way Castle Rock, CO 80109 720-437-6200	Elbert County Combined Court 751 Ute Ave., P.O. Box 232 Kiowa, CO 80117 303-621-2131	
Petitioner: Co-Petitioner/Respondent: 		Case Number: Div: 6/4//E/1 (Elbert)
CHILD SUPPORT SETTING ORDER		

1. The following post-decree motions are pending:

Title of Motion	Filed By	Filing Date
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2. The Decree, Permanent Orders or Separation Agreement specifically does ☐ or does not ☐ require the parties to mediate disputed issues before requesting a decision from the Court.

3. Following the completion of all discovery, and expert reports and evaluations, the parties mediated the disputed issues with _____ (name) on _____ (date). Despite good faith efforts, a full resolution was not reached. A copy of the Certificate of Attendance of Mediation was filed _____; **OR** ☐ is filed herewith **OR** On _____ (date), the Court granted a waiver of the mediation requirement. The Order waiving the mediation requirement was granted by _____ (Judge/Magistrate).

4. ☐ The parties have filed updated Sworn Financial Statements and Certificates of Compliance with C.R.C.P. 16.2(e). ☐ The parties have exchanged proposed child support worksheets.

5. ☐ The parties did not engage in formal discovery. No further discovery is sought.
☐ The parties have completed formal discovery. No further discovery is sought.

6. The parties have engaged the following experts, whose reports are complete and have been provided to all parties:

One or both of the parties engaged an expert in the field of _____. His/Her name is _____ and he/she completed his/her report on _____ (date).

One or both of the parties engaged an expert in the field of _____. His/Her name is _____ and he/she completed his/her report on _____ (date).

1. All exhibits to be introduced at hearing will be marked and exchanged 14 days prior to the hearing.

2. The pending motions require _____ hours(s) to be heard.

3. Parties/Counsel propose to divide hearing time as follows: _____

The parties certify by the signatures below pursuant to C.R.C.P. Rule 11 that all the preceding requirements have been completed and the matter is ready for a contested post-decree motion hearing.

Submitted this _____ day of _____, 200__.

Attorney for Petitioner/Petitioner

Attorney Co-Petitioner/Respondent/Respondent

CERTIFICATE OF MAILING (if CSSO not signed by both parties/attorneys)
SIGNED BY PARTY WHO FILED THE CSSO AND FILED WITH THE COURT:

I certify that this Child Support Setting Order was sent by U.S. Mail to _____, at _____
_____ on this ____ day of _____, 200__.

Signature of person mailing order

ORDER

1. After reviewing the setting order, the Court approves setting of this case for a post-decree child support hearing for _____ hours on the Court's calendar. The parties shall contact Division 4, 6, or 1 (Elbert) within 14 days to schedule the hearing **OR THE CASE SHALL BE DISMISSED FOR LACK OF PROGRESS WITHOUT FURTHER NOTICE BY THE COURT. SO ORDERED.**

District Court Judge

Douglas Combined Court, Douglas County, CO 4000 Justice Way, Suite 2009 Castle Rock, Colorado 80109 720-437-6200	Elbert Combined Court P.O. Box 232 751 Ute St. Kiowa, CO 80117 303-621-2131
Petitioner: _____ Respondent: _____	
Case Number: _____ Div: 4/6/1(Elbert)	
CHILD SUPPORT STATUS REPORT	

The parties, and/or counsel (pursuant to C.R.C.P. Rule 11), certify by the signatures below, that they have conferred/attempted to confer with the opposing party/ counsel, and the status of the case as of this date is as follows:

1. The following post-decree motions are pending:

Title of Motion	Filed By	Filing Date	Hearing Date, if any

2. ☐ The parties have filed updated Sworn Financial Statements and Certificates of Compliance with C.R.C.P. 16.2(e). **OR** ☐ Petitioner/ ☐ Respondent has not completed updated mandatory disclosures.

3. ☐ The parties have exchanged proposed child support worksheets **OR** ☐ Petitioner/ ☐ Respondent has not exchanged proposed child support worksheets.

4. ☐ The parties did not engage in formal discovery. Further discovery is sought as follows: ☐ None **OR** _____
☐ The parties have engaged in formal discovery. Further discovery is sought as follows: ☐ None **OR** _____

5. The parties engaged the following expert:
 One or both of the parties engaged an expert in the field of _____.
 His/Her name is _____ and he/she completed his/her report on _____.
OR Report is due _____, **OR** (state status of this expert): _____

6. Following the completion of all discovery, vocational/ medical/ psychological/ parental responsibility evaluations, the parties mediated this case on _____ (date), **OR** mediation is scheduled on _____ (date) with _____ (mediator) and both parties are committed to attend **OR** ☐ Petitioner/ ☐ Respondent has not cooperated in scheduling mediation as follows: _____

7. **THE PARTIES REQUEST RELIEF FROM THE CSSO DEADLINE AS FOLLOWS:**

- a. The parties stipulate to a _____ day extension of time before a CSSO can be filed; OR
- b. The parties stipulate that a ____ (15/30) minute telephone status conference (TSC) needs to be set with _____ (Family Court Facilitator/Judge); OR
- c. ☐ Petitioner/ ☐ Respondent requests that a ____ (15/30) minute telephone status conference (TSC) needs to be set with _____ (Family Court Facilitator/Judge).
8. ☐ A language interpreter is needed for this TSC: _____ (party); _____ (language).
9. Other: _____.

Submitted this _____ day of _____, 20__.

Attorney for Petitioner/Petitioner

Attorney for Respondent/Respondent

CERTIFICATE OF MAILING (if not signed by both parties/attorneys)

SIGNED BY PARTY WHO FILED THE POSO AND FILED WITH THE COURT:

I certify that this Permanent Orders Setting Order was sent by U.S. Mail to _____, at _____ (complete address) on this ____ day of _____, 20__.

Signature of person mailing order

ORDER

After reviewing the setting order, the Court approves:

☐ A _____ day extension of time from today before a CSSO can be filed (CSSO MUST BE TIMELY FILED OR THE CASE SHALL BE DISMISSED FOR LACK OF PROGRESS WITHOUT FURTHER NOTICE BY THE COURT); OR

☐ A ____ (15/30) minute telephone status conference (TSC) shall be set with _____ (Family Court Facilitator/Judge). Within 14 days, parties/counsel shall call Division (4/6/7/1 Elbert) to set OR THE CASE SHALL BE DISMISSED FOR LACK OF PROGRESS WITHOUT FURTHER NOTICE BY THE COURT.

District Court Judge