

<b>DISTRICT COURT, DOUGLAS COUNTY</b> <b>STATE OF COLORADO</b> <b>4000 Justice Way</b> <b>Castle Rock, CO 80109</b>	<div style="text-align: center;">Δ COURT USE ONLY Δ</div>
<b>In re the</b> <b>Marriage/Civil Union of:</b> <b>Matter of Allocation of Parental Responsibility of:</b>  <b>and</b>  <b>Co-Petitioner/Respondent:</b>	
<b>CASE MANAGEMENT ORDER</b>	

☐ Mailed/E-mailed to:

☐ Hand-Delivered to:

Date:

CJA:

Initial Status Conference Date:

Time:

Division:

A Judge or a Magistrate (and potentially the Family Court Facilitator) will be directly involved in managing your case to ensure its efficient, just, and economical resolution. Your case has been assigned to a judge's division or to a magistrate's division (*see* caption above) and will remain in that division until its completion, including for a permanent orders hearing. The Court will strive to promote the efficient management of the case in order to achieve the earliest possible resolution of all disputed issues with the least expense to the parties. The parties are **strongly encouraged to work together to resolve disputes without the Court's intervention.**

### **RESPONSIBILITIES OF THE PETITIONER**

- ☒ **Unless both parties** signed the Petition in front of a notary, **the Petitioner must** serve the Petition on the other party. *For information regarding how to obtain service on the other party, please see Attachment A.*
- ☒ **The Petitioner shall** either serve a copy of this Case Management Order on the other party at the same time the Petition is served or shall mail a copy of the Case Management Order to the other party within **FOURTEEN** days of the date of this Order, whichever is sooner. *For a sample Certificate of Service to certify that you have hand-delivered or mailed a copy of the Case Management Order to the other party, please see Attachment B.*

### **RESPONSIBILITIES OF ALL PARTIES**

**INITIAL STATUS CONFERENCE.** Unless the parties fall within one of the three exceptions in Attachment C, they **must** attend an Initial Status Conference. Parties shall be prepared to spend up to a couple of hours in Court for their initial status conference. **A Motion must be filed to reschedule your Initial Status Conference.**

**FINANCIAL DISCLOSURES.** All parties must comply with Rule 16.2(e) of the Colorado Rules of Civil Procedure ("C.R.C.P.") regarding the mandatory exchange of financial documents. Parties shall file a completed Sworn Financial Statement (form JDF 1111) and a Certificate of Compliance with Mandatory Financial Disclosures (form JDF 1104) with the Clerk's Office before the initial status conference. These forms are included in the packets sold by the Clerk's Office, or are available at no cost at <http://www.courts.state.co.us/Forms/Index.cfm>. Failure to file these documents may result in sanctions against the non-complying party, including but not limited to, the dismissal of your case and/or the exclusion of such financial information at a hearing. A sanction, as used in this Order, refers to punishment that may be imposed by the Court for failure to obey an Order or rule. Parties shall provide full and complete disclosure of all relevant information and documents to the other party as quickly as possible (*see* C.R.C.P. Rule 16.2(e) for guidance). Timely disclosures enable the Court to issue necessary temporary orders and also allow for final resolution of all issues in a timely manner.

**If your case involves a claim for spousal/partner maintenance (spousal/partner support or alimony),** you must prepare and submit a maintenance guidelines calculation to the Court and the other party within 42 days after service of the Petition on Respondent or filing as Co-Petitioners. If circumstances change prior to the permanent orders hearing, a new maintenance guidelines calculation shall be submitted along with updates. A Maintenance Guidelines Worksheet may be found on the internet at [http://www.courts.state.co.us/Forms/Forms\\_List.cfm?Form\\_Type\\_ID=94](http://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=94)

**MEDIATION.** Mediation can be done immediately but must be completed no later than the date of your pre-trial conference (if any) or after any experts complete their evaluations and reports, but no later than 14 days before any contested hearing. Even if you mediated or used Early Neutral Assessment or other Alternative Dispute Resolution prior to Temporary Orders, **YOU MUST MEDIATE AGAIN** before permanent orders if the case is not fully resolved. The costs of mediation will be split equally unless the parties otherwise agree or the Court orders otherwise. You may attend mediation with any private mediator that you choose or with the Office of Dispute Resolution located in the filing county.

Information regarding private mediators can be found in the phone book, online, and as follows: Mediation Association of Colorado 303- 322-9275, [www.coloradomediation.org](http://www.coloradomediation.org); Association of Conflict Resolution, 202-464- 9700; and Metro Denver Interdisciplinary Committee, MDIC405@aol.com. To attend mediation with the Office of Dispute Resolution, send an email to [www.coloradoODR.org](http://www.coloradoODR.org) or call 720-625-5940. **Mediation must be completed even if a party is in jail/prison or lives out of state.**

If there is a history of domestic violence between the parties and the alleged victim is not comfortable participating in mediation, he or she may file a written request for waiver of the mediation requirement. The request should be supported by any documentation about the violence, such as protective orders, police reports, medical records, and/or affidavits from those who have observed the violence. No later than 7 days from the completion of mediation, the parties shall file a notice with the court conforming with the order attached to this Case Management Order. This notice will indicate if (1) all issues are resolved; (2) if some issues are resolved attaching a stipulated list of resolved issues; and (3) if some issues are unresolved, what issues remain. This notice will be signed by all parties and/or counsel.

**PARENTING CLASS.** In all cases involving children under the age of 18, including dissolution of marriage or civil unions, legal separation, invalidity, and allocation of parental responsibilities, all parties seeking parenting time must attend a **four-hour, in-person parenting seminar** through: **Co-Parenting After Divorce, 303-329-9942; New Beginnings, 303-706-9424; In the Best Interests of Children, 303- 273-0459; or Center for Divorce and Parenting, 303-771-5424.** You may also find information about these classes online at [http://www.courts.state.co.us/Courts/District/Local\\_Resources.cfm?District\\_ID=18](http://www.courts.state.co.us/Courts/District/Local_Resources.cfm?District_ID=18). (If you live outside Arapahoe and Douglas counties, you may complete a class approved by other Colorado District Courts;

visit <http://www.courts.state.co.us/Forms/SubCategory.cfm?Category=Divorce> and click on "Statewide List of Parenting Classes"). The parenting seminar must be attended within **63 days** of the date of this Order. Once you complete the class, you must file the certificate of completion with the Court. These classes are not expensive and must be paid by each party; the Court cannot waive this fee. Failure to comply with this requirement may be considered by the Court in determining the allocation of parental responsibilities. Requests for permission to attend a course online, or to obtain approval of a course already taken, must be made at the Initial Status Conference and will only be granted upon a showing of "good cause."

### **SPOUSAL/PARTNER MAINTENANCE**

The Colorado Legislature recently formulated **ADVISORY GUIDELINES** for spousal/partner maintenance. These advisory guidelines apply in cases where parties have been married longer than three (3) years and have a combined gross income of up to \$240,000 per year. However, before maintenance could be granted to either party, the Court is required to consider a variety of factors, including but not limited to: the financial resources of the parties, including need and ability to pay; the distribution of marital property; the actual or potential income produced from separate or marital property; the reasonable lifestyle and financial needs established during the marriage; the income, employment and employability of the parties; the historical earnings of the parties; the duration of the marriage; the reasonable ability to independently meet one's own reasonable needs; the age, health, and status of each party; the need and duration of education for a lower earning party; the amount of temporary maintenance and number of months paid, if any; the significant economic or non-economic contributions to the marriage; any and all other relevant factors. The advisory guidelines call for a calculation of 40% of the gross monthly income of the higher earner less 50% of the gross monthly income of the lower earner (capped at 40% of the total income of the parties), factored by the duration of the marriage in full months. However, the **ADVISORY GUIDELINES DO NOT** create any presumption that maintenance will be ordered, much less of the amount or duration of any maintenance award. Absent an agreement of the parties, the Court retains full discretion to determine the award of maintenance, if any.

**If you have been married longer than three (3) years and have a combined gross income of up to \$240,000 per year, you are required to prepare and submit a maintenance guidelines calculation; therefore, you must complete a Maintenance Guidelines Worksheet:**

**[http://www.courts.state.co.us/Forms/Forms\\_List.cfm?Form\\_Type\\_ID=94](http://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=94)** **This requirement applies even if you reach an agreement on the issue of maintenance (including an agreement to waive maintenance).**

### **RESOLUTION OF YOUR CASE WITHOUT A HEARING**

You may obtain a Decree of Dissolution of Marriage or Civil Union or Legal Separation ("Decree") or Allocation of Parental Responsibilities Permanent Orders ("APR Permanent Orders") without having to appear at a hearing, so long as both parties agree on all issues and either: (1) you do not have children less than 18 years of age together and the parties are not pregnant; or (2) you have children together who are less than 18 years of age but both parties are represented by attorneys. The following documents must be completed and filed to obtain a Decree or APR Permanent Orders:

1. The Return of Service or Waiver of Service (form JDF 1503), unless you filed the petition together as co-petitioners;
2. The Sworn Financial Statement of each party (form JDF 1111);
3. The Certificate of Compliance with Mandatory Financial Disclosures by each party, with the Certificate of Service at the bottom of the page completed (form JDF 1104);
4. The Domestic Relations Case Information Sheet (form JDF 1000);
5. Affidavits of Non-Appearance of Parties (form JDF 1201) – including (in a case involving a petition for dissolution of marriage) any request for restoration of a prior name – signed and notarized by both parties on the same form;

6. If the case involves a petition for dissolution of marriage, a Separation Agreement (form JDF 1115), signed and notarized by both parties on the same form;
  - a) **If you have been married longer than three (3) years and have a combined gross income of up to \$240,000 per year, you must prepare and submit a maintenance guidelines calculation. Therefore, you must complete a Maintenance Guidelines Worksheet, which may be found on the internet at:**  
[http://www.courts.state.co.us/Forms/Forms\\_List.cfm?Form\\_Type\\_ID=94](http://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=94)
  - b) **You must indicate in your Separation Agreement that you have considered this maintenance guidelines calculation in reaching your agreement regarding maintenance. This requirement applies even if your agreement involves a waiver of maintenance.**
7. If the case involves a petition for dissolution of marriage or Civil Union, a proposed Decree (form JDF 1116). Please complete the form caption and the personal information at the top of the form. If you are asking for a restoration of your former name, you must fill in the name you are requesting;
8. If children less than 18 years of age are involved, proof by both parties of completion of the parenting class;
9. If children less than 18 years of age are involved, a Parenting Plan (form JDF 1113);
10. If children less than 19 years of age are involved, a Child Support Worksheet (form JDF 1820E, 1820M or 1821M); and
11. If children less than 19 years of age are involved and/or if spousal maintenance is involved, a proposed Support Order (form JDF 1117). Please complete the form caption and the personal information at the top of the form.

Signatures can be verified at the Clerk's Office (on the first floor of The Douglas County Combined Court) with picture identification.

**In a case involving a petition for Dissolution of Marriage or Civil Union or Legal Separation, at least 91 days must pass** either from the filing of the Co-Petition (if both parties filed jointly) or from service of the Petition on the other party before you may obtain a Decree.

If you have children less than 18 years of age and one of the parties is not represented by an attorney or neither party is represented by an attorney, a hearing is required before you can obtain a Decree. If there are no issues in dispute, the Court will hold a 15-minute non-contested hearing. You must file the applicable documents listed in paragraphs 1 to 11 above before the hearing, except for the Affidavits of Non-Appearance of Parties, form JDF 1201.

### **CONTESTED HEARINGS**

The following shall apply to any contested hearing:

1. The assigned Judge or Magistrate may hold a conference or hearing before the Permanent Orders Hearing to determine the scope of the Permanent Orders Hearing and the evidence which may be presented on any contested matter.
2. Discovery shall be conducted as permitted by C.R.C.P. 16.2. No additional formal discovery, beyond the initial disclosures required by C.R.C.P. 16.2 shall occur, except as stated herein and/or authorized by the Court. Parties may depose one another and/or may depose third parties to obtain or authenticate documents.
3. Experts shall be appointed and heard pursuant to C.R.C.P. 16.2(g).
4. Counsel and parties shall **NOT** file any paper, document, motion, or proposed order to show cause except as authorized by the Judge or Magistrate or as allowed by C.R.C.P. 16.2 (c) (4).

5. Before the Permanent Orders hearing, the Court will issue a Pre-hearing Order. The parties shall comply with that Order and all other orders issued by the Court. If at least one party is represented by counsel, the parties **shall** file a Joint Trial Management Certificate with the Court at least 7 days prior to the Permanent Orders Hearing, as required under C.R.C.P.16.2(h)(2).

### **INFORMATION AND ASSISTANCE FOR SELF-REPRESENTED PARTIES**

Forms may be purchased from the Clerk's Office (on the first floor of Courthouse II) or downloaded at no cost from the State Court website (<http://www.courts.state.co.us>). You may also visit the **SELF HELP CENTER** for assistance in completing and/or purchasing documents.

**Pro Se Resource Center/Douglas Self Help Center [18CourtHelpCenter@judicial.state.co.us](mailto:18CourtHelpCenter@judicial.state.co.us)  
Hours: Monday-Friday 8:30AM-12:30PM and 1:30PM-3:30PM**

If your matter relates to the establishment and/or enforcement of orders for child and family support, please read the next section in this Order. **The law prohibits Court personnel, including Pro Se Resource volunteers, from giving legal advice.**

**IF YOU PROCEED WITHOUT AN ATTORNEY, YOU WILL BE HELD TO THE SAME STANDARD AS AN ATTORNEY. YOU WILL BE RESPONSIBLE FOR FOLLOWING THIS AND ALL OTHER ORDERS, FILING ALL NECESSARY MATERIAL WITH THE CLERK'S OFFICE (ON THE FIRST FLOOR OF COURTHOUSE II), AND APPEARING AND REPRESENTING YOURSELF AT ALL HEARINGS. THE COURT CANNOT APPOINT ATTORNEYS FOR PARTIES WITHOUT ATTORNEYS IN DOMESTIC CASES EXCEPT IN CONTEMPT PROCEEDINGS IN WHICH PUNITIVE SANCTIONS, INCLUDING BUT NOT LIMITED TO A JAIL SENTENCE, ARE SOUGHT.**

**SELF-REPRESENTED PARTIES ARE RESPONSIBLE FOR INFORMING THE COURT IN WRITING OF THEIR ADDRESS AND PHONE NUMBER. IF THIS INFORMATION CHANGES, THE PARTIES ARE RESPONSIBLE FOR UPDATING THE COURT'S INFORMATION WITHIN SEVEN (7) DAYS OF MOVING OR CHANGING PHONE NUMBERS. THIS WILL HELP THE COURT KEEP YOU INFORMED OF ALL FUTURE DATES AND INFORMATION. THE COURT WILL MAIL DOCUMENTS, INCLUDING ORDERS AND DECREES, TO THE ADDRESS OF RECORD FOR EACH PARTY. IF YOU HAVE CHANGED YOUR NAME OR HAVE MOVED SINCE THE FILING OF THE PETITION, YOU MUST COMPLETE AND FILE WITH THE CLERK'S OFFICE (ON THE FIRST FLOOR OF COURTHOUSE II) A NOTICE OF CHANGE OF ADDRESS AND/OR NAME (FORM JDF 88).**

**PLEASE DO NOT BRING CHILDREN TO COURT HEARINGS OR CONFERENCES.** Free child care for children 12 months to 12 years old can be provided through Club 4 Kids Drop in Child Care Centers. Reservations are required. For details, visit the Court's web site at [http://www.courts.state.co.us/Courts/District/Local\\_Resources.cfm?District\\_ID=18](http://www.courts.state.co.us/Courts/District/Local_Resources.cfm?District_ID=18)

### **CHILD SUPPORT ENFORCEMENT UNIT**

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 to obtain a current schedule of fees.**

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.

### **INTERPRETERS**

If you require a language interpreter, you must inform the court prior to your first court appearance or prior to 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 at 720-437-6200 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 720-437-6200 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.*

### **CONTACT INFORMATION FOR DOMESTIC RELATIONS DIVISIONS**

Your Courtroom assignment is located on the first page of this Order, in the caption of the Order. Domestic Relations Courtrooms are located on the 2<sup>nd</sup> floor of the Courthouse. The chart below contains the judicial officer assigned to each division, as well as the location and contact information for each division:

Courtroom Number	Judicial Officer	Contact Information
2	Magistrate Dumler	douglasdr@judicial.state.co.us
4	Judge Arkin	douglasdr@judicial.state.co.us
6	Judge Chase	douglasdr@judicial.state.co.us
7	Magistrate Moss	douglasdr@judicial.state.co.us
8	Judge Spear	douglasdr@judicial.state.co.us

### **IMPORTANT ADMONISHMENTS**

**ALL PARTIES ARE REQUIRED TO SEND A COPY OF ANY DOCUMENT FILED WITH THE COURT TO THE OTHER PARTY (OR THE OTHER PARTY'S ATTORNEY, IF THE OTHER PARTY IS REPRESENTED). WHENEVER A PARTY FILES SOMETHING WITH THE COURT, HE/SHE MUST COMPLETE A CERTIFICATE OF SERVICE CONFIRMING THAT A COPY OF THE FILING HAS BEEN HAND-DELIVERED OR MAILED TO THE OTHER PARTY OR THE OTHER PARTY'S ATTORNEY. A Certificate of Service is usually located below the space provided for your signature on forms obtained from the Colorado State Court website. For a sample Certificate of Service, please see Attachment B.**

**FAILURE TO TIMELY RESPOND TO A PARTY'S REQUEST/MOTION OR TO A COURT ORDER, AND FAILURE TO APPEAR FOR ANY COURT HEARING OR CONFERENCE MAY RESULT IN THE IMMEDIATE DISMISSAL OF YOUR CASE WITHOUT FURTHER NOTICE FROM THE COURT. SUCH FAILURE MAY ALSO RESULT IN SANCTIONS, INCLUDING BUT NOT**

**LIMITED TO, ORDERS BEING ENTERED AGAINST THE DELINQUENT PARTY BY DEFAULT OR  
THE EXCLUSION OF ALL OR SOME OF THAT PARTY'S EVIDENCE AT A HEARING.**

**SO ORDERED BY THE COURT:**

/s/ Angela A. Arkin

Angela R. Arkin  
District Court Judge

/s/ Natalie Chase.

Natalie T. Chase  
District Court Judge

/s/ Michael J. Spear

Michael J. Spear  
District Court Judge

/s/ Beth Elliott-Dumler

Beth Elliott-Dumler  
District Court Magistrate

/s/ Rebecca S. Moss

Rebecca S. Moss  
District Court Magistrate

# Attachment A

## *Information Regarding Service of the Petition on the Respondent*

If the *Petition* was not signed by both parties in front of a notary, a copy of the *Petition* and *Summons* (documents you should have already filed with the Court) must be personally served on the other party in accordance with C.R.C.P. Rule 4. There are three main methods to accomplish service:

- ❖ **Option A:** Have the Respondent voluntarily sign a *Waiver and Acceptance of Service* (attached to the Summons) in front of a notary stating that he/she is in possession of the *Petition* and *Summons*. Then file the original of this *Waiver and Acceptance of Service* in the Clerk's Office (on the first floor of Courthouse II).
- ❖ **Option B:** Ask one of the following to personally serve the Respondent: (1) the Sheriff's Department in the county where the Respondent resides; (2) a private process server; **OR** (3) someone you know over the age of 18 who is not involved in the case (and who knows the rules of service). Provide the process server with a copy of the *Petition AND Summons*. After serving the Respondent, the process server will need to fill out and notarize a *Return of Service* (attached to the Summons). You will need to file an original of the *Return of Service* in the Clerk's Office (on the first floor of Courthouse II).
- ❖ **Option C:** Request the Court to allow you to complete service by publication. This option is **only** available after the Petitioner has used **all available means** to obtain personal service on the Respondent. The Judge will determine whether this option is appropriate in the case. Please be advised that service by publication confers limited jurisdiction to the Court. As such, the Court is limited in the type of Orders it may enter.

In order to complete service by publication, you must file a Motion for Service by Publication. In this Motion, you must state **in detail** the steps taken to locate the Respondent and the results of these efforts. If you need additional information about this type of Motion, please contact the Pro Se Resource Center.

The following list contains examples which may, alone or in combination, constitute "due diligence." This list contains examples only:

- ✓ Utilizing a process server to serve the Respondent
- ✓ Utilizing an investigator to locate the Respondent
- ✓ Use of the internet to locate an address for the Respondent
- ✓ Inquiry at the U.S. Postal Service to attempt to find out whether the Respondent has left a forwarding address
- ✓ Inquiry at the Department of Motor Vehicles
- ✓ Research of telephone directories or business directories
- ✓ Research of records at the clerk and recorder's office
- ✓ Inquiry of the Respondent's family, friends, and/or employers
- ✓ Inquiry through the Police Department or detention facilities
- ✓ Attempting to contact the Respondent by mail at his last known address
- ✓ Inquiry through public information sources
- ✓ Placing a public notice in a newspaper



## Attachment B

District Court, Douglas County, Colorado  
4000 Justice Way  
Castle Rock, CO 80109

**In re the  
Marriage/Civil Union of:  
Matter of Allocation of Parental Responsibility of:**

**Petitioner:**

Δ COURT USE ONLY Δ

**and**

**Case Number:**

**Respondent/Co-Petitioner:**

**Division:**

### CERTIFICATE OF SERVICE

► I certify that a copy of the Case Management Order in my case was served by:

Hand-delivering it to: (list all other parties) \_\_\_\_\_, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**OR**

► Sending it through the U.S. Mail to: (list all other parties) \_\_\_\_\_, at his/her last known address at: \_\_\_\_\_, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Person Certifying Service

(TO BE SIGNED BY THE PARTY CERTIFYING SERVICE AND FILED WITH THE COURT)

## Attachment C

### YOU DO NOT HAVE TO ATTEND AN INITIAL STATUS CONFERENCE IF:

1. You filed a *Petition for Dissolution of Marriage, Petition for Civil Union, or a Petition for Legal Separation* and there are no children less than 18 years of age, and the wife or female partner is not pregnant, and there is either no marital property/debt to divide or the parties have resolved all issues regarding the division of marital property/debt. In this situation, you may proceed by filing Affidavits of Non-Appearance of Parties, along with other required documents, *see* pgs. 2-3 of this Order. **OR**
2. You filed a *Petition for Dissolution of Marriage, a Petition for Legal Separation, Petition for Civil Union, or a Petition for Allocation of Parental Responsibilities* and there are children less than 18 years of age, and both parties are represented by attorneys, and you agree upon all aspects of your case. In this situation, you may proceed by filing Affidavits of Non-Appearance of Parties, along with other required documents, *see* pgs. 2-3 of this Order. **OR**
3. Both parties are represented by attorneys and you file a *Stipulated Case Management Plan* (*see the next two pages*) which is signed by both parties and both attorneys, *Sworn Financial Statements* (JDF 1111), and *Certificates of Compliance with 16.2(e)* (JDF 1104) and you are not requesting *Temporary Orders*. **The Stipulated Case Management Plan shall include an agreed-upon Permanent Orders Hearing date, set with the clerk in the Courtroom where the case is assigned.** Unless the clerk is unable to do so or the Court authorizes it, the hearing date shall be set no later than **180 days** from the date of service of the Petition or waiver thereof.

### WHAT TO DO IF AN INITIAL STATUS CONFERENCE IS REQUIRED

**Unrepresented Parties.** If you do not fall under one of the three aforementioned exceptions and you are unrepresented by an attorney, the Clerk's Office will give you an Initial Status Conference setting in **Division FCF** with the Family Court Facilitator when you file your petition. It will be **your responsibility** to provide timely notice of the Initial Status Conference setting to the other party. A Motion must be filed to reset your Initial Status Conference. **The Family Court Facilitator may be reached at 720-437-6289.**

**Represented Parties.** Parties who are represented at the time the petition is filed **must** attend an Initial Status Conference with counsel if they do not fall within one of three aforementioned exceptions. An Initial Status Conference will be set by the Clerk's Office upon receipt of the petition. A Motion must be filed to reset your Initial Status Conference.

District Court, Douglas County, Colorado 4000 Justice Way Castle Rock, CO 80109	
<b>In re the          Marriage/Civil Union of:          Matter of Allocation of Parental Responsibility of:          Petitioner:</b>  <b>and</b>  <b>Respondent/Co-Petitioner:</b>	<div style="border: 1px solid black; padding: 5px;"> <div style="text-align: center;">Δ COURT USE ONLY Δ</div> <div><b>Case Number:</b></div> <div><b>Division:</b></div> </div>
<b>STIPULATED CASE MANAGEMENT PLAN</b>	

THE PARTIES and COUNSEL certify that the parties have been fully advised of the provisions of C.R.C.P. Rule 16.2, stipulate to this case management plan, and request approval of the Plan in lieu of an Initial Status Conference. The parties understand the content of this Stipulated Plan and understand that they may request a status conference with the Court at any time.

**The parties agree that the following actions shall be completed within the next 90 days:**

1. If a Child and Family Investigator will be requested, the parties agree on the appointment of \_\_\_\_\_ and agree that fees will be paid as follows: \_\_\_\_\_. If the parties agree on child-related issues, they shall exchange and file a proposed Parenting Plan.
2. The parties shall complete the parenting class as specified in the Case Management Order and file the certificate of attendance.
3. If they have not already done so, the parties shall exchange complete Rule 16.2 Disclosures as well as records regarding the cost for health insurance for the minor child(ren) and day care, if any.
4. Any maintenance claim shall be clearly identified in writing.
5. The parties shall exchange in writing any intention to seek recovery of attorney fees.
6. The parties shall exchange lists of any non-marital property and estimated increase or decrease in value of any property in which a non-marital interest is claimed.
7. The parties shall exchange lists of requested personal property and a proposed division of such property.
8. The parties shall designate in writing the need for any expert(s) and field of expertise. The parties shall agree on the necessary expert(s).
9. The parties shall prepare and exchange proposed summaries/spreadsheets for division of marital property and debts.
10. The parties shall prepare and exchange proposed child support worksheets.
11. The parties shall exchange a proposed discovery plan if formal discovery is sought.
12. The case has been scheduled for a full day/half-day permanent orders hearing on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

Furthermore, the Parties:

- Stipulate and agree that a Temporary Orders Hearing will not be set in this case because it is unnecessary.

- Acknowledge that failure to comply with the terms of this Stipulated Case Management Plan and Order may result in the imposition of sanctions, including, but not limited to, dismissal of this matter, denial or dismissal of claims for discovery, property, maintenance, or fees. Attorney fees may be awarded for failure to timely provide mandatory disclosures. The Court may impose such other sanctions as it deems appropriate.
- BY SUBMITTING THIS STIPULATED CASE MANAGEMENT PLAN, WE ACKNOWLEDGE THAT WE MUST SET THIS MATTER FOR CONTESTED HEARING WITHIN 91 DAYS OF THE DATE OF FILING THIS CASE IF WE HAVE NOT RESOLVED ALL ISSUES. COUNSEL SHALL CONTACT THE DIVISION IN WHICH THIS MATTER IS SET FOR HEARING DATES AND WILL SET THIS MATTER FOR MEDIATION IN ACCORDANCE WITH THE CASE MANAGEMENT ORDER. FAILURE TO TIMELY SET THIS MATTER FOR HEARING AND MEDIATION MAY RESULT IN THE IMMEDIATE DISMISSAL OF OUR CASE WITHOUT FURTHER NOTICE FROM THE COURT.

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Respondent/ Co-Petitioner

\_\_\_\_\_  
Counsel for Petitioner

\_\_\_\_\_  
Counsel for Respondent/Co-Petitioner

**ENTERED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.**

**BY THE COURT:**

\_\_\_\_\_  
District Court Judge/Magistrate

## ADVISEMENT REGARDING DOMESTIC ABUSE

Domestic abuse is a pervasive problem in society, and occurs among all ethnic/cultural/religious groups and in all income levels. A significant portion of domestic abuse is hidden because it occurs in the home and victims are conditioned to keep the abuse a secret. Studies have found that 80 to 90 percent of the children living in homes with domestic abuse are aware of the abuse, even when the parents are certain they have never witnessed the abuse. Research shows that children in a home where domestic abuse occurs are at greater risk of emotional, psychological and physical harm. Such children are at risk of psychological, social, and behavioral problems; higher rates of academic problems; more physical illnesses, particularly stress-associated disorders; and a greater propensity to exhibit aggressive and violent behavior, sometimes carrying violent and abuse-tolerant roles to their adult relationships. Studies have also noted that children are affected to varying degrees by witnessing abuse in their homes and that each child should be assessed individually.

If you have experienced domestic abuse in your relationship, you are strongly encouraged to obtain assessment, counseling, or other available services for yourself and your children. If you have a limited income or otherwise cannot afford such services, financial assistance may be available to cover some or all of the costs. The cost of services provided to your children may be apportioned by the Court between the parties as it deems appropriate. You may wish to call the following domestic abuse services and potential financial resources available in your area:

<b>DVI – Domestic Violence Initiative – Statewide Services</b>	
Administration	(303) 839-5510
<b>Gateway Battered Women’s Shelter – Serves Arapahoe County</b>	
Administration	(303) 343-1856
Crisis Hotline	(303) 343-1851
<b>Running Creek Counseling Services – Serves Franktown area</b>	
Administration	(303) 688-8231
Crisis Hotline	(303) 461-0479
<b>Women’s Crisis Center – Serves Castle Rock area</b>	
Administration	(303) 688-1094
Crisis Hotline	(303) 688-8484
<b>Asian Pacific Development Center</b>	
Denver	(303) 355-0710