

MANDATORY INITIAL STATUS CONFERENCE

- 1) Your Initial Status Conference (ISC) **MUST** take place within 42 days of the filing of the Petition. Only attorneys and parties to the case will be permitted to participate. Your ISC has been scheduled as set forth on page 1. The petitioner should obtain personal service on the respondent as soon as possible and is responsible for providing a copy of this order to the other party.
- 2) **FAILURE TO APPEAR AT THE INITIAL STATUS CONFERENCE OR FAILURE TO COMPLY WITH THIS ORDER MAY RESULT IN DISMISSAL OF YOUR CASE WITHOUT FURTHER NOTICE**, pursuant to C.R.C.P. 121, Section 1-10.
- 3) Parties and attorneys must attend the ISC in person unless they have obtained advance permission to attend by telephone. Parties that live out-of-state may submit a written request to appear by telephone.
- 4) The purpose of the ISC is to (1) review the court's case management process, (2) establish deadlines for completing the court's requirements, and (3) set the next event in your case. Interim orders may be entered by agreement of the parties or by the court to address emergency situations only.
- 5) The ISC will be conducted by the Family Court Facilitator if neither party is represented by counsel at the time the ISC is set. Parties should be prepared to identify which issues are disputed and agreed upon. Parties should bring copies of all forms and documents related to the case. Court staff cannot give legal advice and will not prepare documents for parties. Mandatory financial disclosures should be exchanged prior to the ISC.
- 6) Any need for temporary orders or other motions shall be raised at the Initial Status Conference.
- 7) You must attend the Initial Status Conference unless:
 - The parties agree on all aspects of the case, have filed all of the required documents (see page 4) at least 7 days before the scheduled ISC date, AND have been excused from attending the ISC by the Domestic Setting Clerk, 303-271-6265, or the Family Court Facilitator.

OR

 - Both parties are represented by counsel AND a **Stipulated Case Management Plan** is filed at least 3 days before the scheduled ISC date. The Stipulated Case Management Plan must provide for filing a Notice to Set Permanent Orders not more than 14 days after the scheduled ISC. Counsel must contact the Domestic Setting Clerk to determine the appropriate division for setting permanent orders.

MANDATORY FINANCIAL DISCLOSURES

All parties owe each other and the court a duty of full and honest disclosure of all facts that materially affect their interests and those of their children. **All parties shall comply with Rule 16.2(e) regarding the mandatory exchange of financial documents.** This rule requires each party to file a Sworn Financial Statement [form JDF 1111] and a Certificate of Compliance with Mandatory Financial Disclosures [form JDF 1104] with the court. Copies of these 2 forms and copies of the listed mandatory disclosures must be provided to the other party **no later than 42 days** after the respondent is served or a Waiver of Service is signed. Please see C.R.C.P. 16.2(e)(2) and form JDF 1125 for guidance. Each party shall update his or her Sworn Financial Statement and disclosures as needed but in every case not less than 21 days before a contested permanent orders hearing.

PARENTING CLASS REQUIREMENT

In all cases involving children age 17 and younger at the time the case is filed, **both parents MUST attend a parenting class**. Parties must file with the court a certificate of completion from the parenting class provider **WITHIN 60 DAYS** of the date of this order. The class addresses how changes in the family may affect children, and the parenting skills that may be helpful during and after resolution of the case. Each parent 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. *See Appendix B to determine which class you must attend.*

Failure to comply with the order to attend a parenting class may be considered by the court in determining the allocation of decision-making responsibilities, may delay the entry of the decree in your case, and could result in other sanctions including dismissal of your case.

DOMESTIC VIOLENCE

The Colorado legislature has acknowledged the impact of violence in and around the home and the effect that it has on children. The legislature and the court also recognize that children living in homes where domestic violence occurs are at greater risk of emotional, psychological, and physical harm. Since domestic violence affects children in a variety of ways, each child should be assessed on an independent basis. If your case involves domestic violence, you are strongly encouraged to seek an assessment, counseling, or other services for your family. If your children participate in such services, the court may apportion the cost between the parties as it deems appropriate.

A list of domestic violence resources may be obtained at the Domestic window in the Clerk's Office or on the Jefferson County Court website. Refer to page 4 of this order for directions to the website.

ALTERNATIVE DISPUTE RESOLUTION

When parties do not agree on issues in their case, **mediation MUST be completed before a contested permanent orders hearing**. Unless otherwise agreed or ordered by the court, the parties shall share equally the cost of mediation. Mediation efforts must proceed diligently and in good faith, and **parties must file a certificate of completion with the court** once mediation has been completed. Upon motion of a party [see form JDF 1307], the court may issue a waiver if it determines mediation is not appropriate due to a history of domestic violence between the parties.

Parties may attend mediation with an agreed upon private mediator, the Colorado State Judicial Department's Office of Dispute Resolution at 303-837-3672, (www.coloradoodr.org), or Jefferson County Mediation Services at 303-271-5060, (www.co.jefferson.co.us/js).

Other forms of ADR include Arbitration, Early Neutral Evaluation, Special Masters, and Parenting Plan Consultation. See *Instructions for Filing a New Case* for further information.

SUBMISSION OF EXHIBITS

Parties are ordered to bring their exhibits to trial or hearing in an exhibit book format with copies for the court. The court will instruct parties on when to e-file their exhibits to preserve the court record. Copies of all exhibits must be provided to the other side at least 7 days before any trial or hearing.

GENERAL INFORMATION

- 1) To obtain the following forms at no cost, visit <http://www.courts.state.co.us/Forms/Index.cfm>. Under the Forms tab, select Domestic/Family. You may also obtain forms from the Court Clerk's office for a fee. The following forms will be required in your case:
 - Sworn Financial Statement [JDF 1111] - Both parties must complete their own.
 - Certificate of Compliance with Mandatory Financial Disclosures [JDF 1104] - Both parties must complete their own. Do NOT file the listed disclosures with the court. Give copies to the other party.
 - Separation Agreement [JDF 1115] – Required in dissolution of marriage/legal separation cases. Complete this form together if parties have agreement regarding marital property.
 - Parenting Plan [JDF 1113] – Required in all cases that include children. Complete this form together if parties have agreement regarding the children.
 - Child Support Worksheet – Electronic [JDF 1820E] and manual [JDF 1820M/1821M] forms available on website under *Child Support Worksheets Only*. Complete together if parties have agreement regarding child support.
 - Support Order [JDF 1117] – Required if there are children or if spousal maintenance is requested.
 - Decree of Dissolution of Marriage/Legal Separation [JDF 1116] or Order for Allocation of Parental Responsibilities [JDF 1422]
 - Affidavit for Decree without Appearance of Parties [JDF 1201] – Complete together if parties have full agreement and wish not to appear for the final hearing. See page 5 for further requirements.
 - Respondent ONLY must file Response to the Petition [JDF 1103-Dissolution of Marriage/Legal Separation or JDF 1420-Allocation of Parental Responsibilities] - Failure to file a Response may result in permanent orders entering without your input.
- 2) A copy of all documents filed with the court must be provided to the other party. You are responsible for making copies of all documents for the other party and for yourself before filing the originals with the court.
- 3) Parties without attorneys must file all documents with the main Clerk's Office. You may submit documents in person at the Domestic window in the Clerk's Office (1st floor of courthouse), or you may submit them by mail. The court's mailing address is: Clerk of Court, 100 Jefferson County Parkway, Golden, CO 80401.
- 4) You are responsible for keeping your mailing address current with the court. To change your contact information, complete and file a Notice of Change Regarding Contact Information [form JDF 1312].
- 5) For additional information regarding dissolution of marriage, legal separation, and allocation of parental responsibilities cases, please see Instructions for Filing a New Case. This packet may be obtained at the Domestic window in the main Clerk's Office or on the Jefferson County Court website, which is located at www.courts.state.co.us/Courts/County/Choose.cfm. Please select Jefferson and then Domestic Relations Case Information.

DISSOLUTION WITHOUT APPEARANCE OF PARTIES

If parties agree on **all aspects** of their case and (1) do not have children under age 19, or (2) do have minor children **AND both** parties are represented by attorneys, then parties may file an Affidavit for Decree without Appearance of Parties requesting that they not have to appear at the final hearing. Filing this form does **NOT** exempt parties from attending the ISC unless the above requirements are also met (see page 2). Parties are responsible for ensuring that all proper documents are filed and that **both parties'** notarized signatures appear on all joint documents.

If you have minor children and either party is not represented by an attorney, parties **must** appear personally in court to obtain a decree of dissolution of marriage. If you are seeking a decree of legal separation or a declaration of invalidity of marriage, you **must** appear personally in court to obtain the decree.

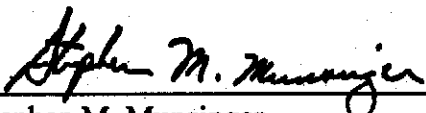
FREE DIVORCE/LEGAL SEPARATION INFORMATIONAL CLINIC

On the **SECOND WEDNESDAY** of each month from 12:00 p.m. to 1:30 p.m., an informational clinic is offered. The clinic is designed to provide information about filing for a simple divorce/legal separation without the assistance of an attorney. The clinic is informational **ONLY** and covers divorce/legal separation procedures and forms.

LOCATION: Jefferson County Court
100 Jefferson County Parkway, Golden, CO 80401

The clinic is held in the Jury Commissioner's Office on the First Floor.

SO ORDERED:



Stephen M. Munsinger
Chief Judge

APPENDIX A: CERTIFICATE OF MAILING OF CASE MANAGEMENT ORDER

District Court, Jefferson County, State of Colorado Court Address: 100 Jefferson County Parkway Golden, CO 80401		COURT USE ONLY
In re: <input type="checkbox"/> The Marriage of: <input type="checkbox"/> Parental Responsibilities concerning:		
Petitioner: and Co-Petitioner/Respondent:		
Attorney or Party Without Attorney (Name and Address):		Case Number:
Phone Number:	E-mail:	Division
FAX Number:	Atty. Reg.#:	Courtroom
CERTIFICATE OF MAILING OF CASE MANAGEMENT ORDER		

I certify that on _____ (date) a true and accurate copy of the **Domestic Relations Initial Case Management Order** was provided to the other party by:

- Hand Delivery
- Faxing it to the following number _____
- OR
- Placing it in the United States mail, postage prepaid, and addressed to the following:

To: _____

 Petitioner Signature

 Address

 City, State, Zip Code

APPENDIX B: PARENTING CLASSES

The parenting class must be a minimum four-hour class that addresses the topics of positive co-parenting and the effects of family conflict on children.

PROVIDER	SERVICES PROVIDED
<p>Parents and Children's Educational Class (303) 738-2284 www.familydivorceclass.com</p>	<p>If you are seeking a Dissolution of Marriage or Legal Separation and meet the following criteria you and your child(ren) MUST attend this class:</p> <ul style="list-style-type: none"> * have any child between the age of 6 & 17; * One or both parties live in the State of Colorado; and * Parties have been physically separated two years or less. <p>Parents and Children attend this class.</p> <p>The parties should attempt to attend the same class unless there is a protective order or restraining order in effect prohibiting contact between the parties. If the parties attend different classes, the petitioner must bring the child(ren) to the class. The Respondent/Co-Petitioner who attends a different class may also bring the child(ren) when attending the class.</p>
<p><u>Parenting After Divorce</u> "Co-Parenting After Divorce" Classes offered several times each month in various locations 303-329-9942 www.parentingafterdivorce.org</p>	<p>If you are seeking a Dissolution of Marriage or Legal Separation and you do not meet the above criteria then you may attend this class.</p> <p>Classes in Spanish available.</p>
<p><u>Dispute Resolution Professionals, Inc.</u> "In the Best Interest of the Children" 1746 Cole Blvd., Suite 295 Lakewood, CO 80401 303-273-0459 www.disputepro.com</p>	<p>If you are seeking a Dissolution of Marriage or Legal Separation and you do not meet the above criteria then you may attend this class.</p>
<p><u>Family Tree</u> "Shared Parenting Thru Divorce" 1777 Kipling Street Lakewood, CO 80215 303-462-1060</p>	<p>If you are seeking a Dissolution of Marriage or Legal Separation and you do not meet the above criteria then you may attend this class.</p>
<p>Never Married Parents Educational Class (303) 738-2284 www.familydivorceclass.com</p>	<p>This class is specifically for parents who have never been married or for non-parents who have filed a Petition for Allocation of Parental Responsibilities.</p>

If you must attend an out-of-state class, it is your responsibility to demonstrate that the class has been provided under the auspices of a licensed mental health professional and satisfies the criteria.