



File a New Family Case

The [Colorado Courts E-Filing](#) system allows authorized users to file new family cases electronically in the Colorado Courts.

Before you Start

You must be a party to the case. If you are not, the court will reject your filing and the e-filing fee is not refundable.

Can't afford fees? You will not be able to use this system. You will need to file your documents in person or by mail. Additional forms are required.

Complete and save your forms first. The system will not complete your forms for you.

Need Help? Instructions, forms and flowcharts can be found at the Colorado Judicial Website.

Below are instructions on how to file a new family case. This will provide you with how to add parties to your case and to upload documents.

Start New Case

The dashboard is divided into four main sections:

- MY CASES:** Contains a table with columns 'Case Number' and 'Case Caption'. It shows 'No Items' and a 'More >' link. Above the table are links for 'File a New Case' and 'File into Existing Case'.
- CASE ACTIVITY:** Contains a table with columns 'Date', 'Type', and 'Case Number'. It shows 'No Items'. Above the table are tabs for 'All', 'Alerts', and 'My Filings'.
- UPCOMING COURT DATES:** Contains a table with columns 'Date', 'Hearing Type', and 'Case Number'. It shows 'No Items' and a 'More >' link.
- ANNOUNCEMENTS:** Features a red heading '2019 County Court Civil Fees' and a paragraph: 'Please click [here](#) for an important announcement about county court civil filing fees effective January 1, 2019.' Below the text are navigation arrows.

- Select the **File a New Case** link from your dashboard.

The 'File New Case' form includes the following fields:

- Question: "What court location are you filing in?"
- Field: "Court Location" (dropdown menu)
- Question: "What type of case would you like to file?"
- Fields: "Case Class" (dropdown menu) and "Case Type" (dropdown menu)
- Buttons: "CANCEL" and "CONTINUE"

- Select the court location where you will file this case.
- Select Family for case class.
- Select the case type for your filing.

File New Case

What court location are you filing in?
Court Location
 El Paso County

What type of case would you like to file?
Case Class
 Family Case Type
 Divorce

Are there children (under 18) of this marriage/civil union?
 Yes No

Are you filing this case jointly or separately?
 Jointly Separately

CANCEL CONTINUE

- Based on your selection, answer any questions that appear and click the continue button.

Enter Party Information

File New Divorce Case - El Paso County

| Party Type | Name | Address Type | Address | Phone Type | Phone Number |
|--|----------|--------------|------------------------------|------------|---------------------------------|
| <input checked="" type="checkbox"/> Petitioner | Jane Doe | Home | 1st Avenue, Denver, CO 80203 | Work | 7205555555 Edit |

[+ ADD RESPONDENT](#)
[+ ADD CHILD](#)

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SAVE AND CLOSE CANCEL FILING CONTINUE

- As the filing party, your information is pre-populated as the petitioner to this case. This is your account information entered during registration. Click the edit link to update any information.
- Click Add Respondent or the Add Co-Petitioner button to enter information on the additional case party.

ADD RESPONDENT

First Name * Middle Name Last Name *

Date of Birth Social Security Number

Address Type Phone Number Phone Type

Address Line 1

Address Line 2

City State Zip Code

Add Also Known As Name (Optional)

Type

First Middle Last

[CANCEL](#) [DONE](#)

- The only information that is required when entering the party on a case is the first name and last name. The address and personal data entered is confidential and not available to the public.
- You are encouraged to enter the address information if you know it. If you do not know the address leave the fields blank.
- Any social security numbers entered are for court purposes only and will not display within the e-filing system.
- Click the Add Child button for any minor children on this case.

File New Divorce Case - El Paso County

| ? | Party Type | Name | Address Type | Address | Phone Type | Phone Number | |
|---|------------|-----------|--------------|-----------------------------------|------------|--------------|---|
| ✓ | Petitioner | Jane Doe | Home | 1st Avenue, Denver, CO 80203 | Work | 7205555555 | Edit |
| ✓ | Respondent | John Doe | Home | A Street, Apt G, Denver, CO 80203 | Home | 1234567899 | Edit Delete |
| ✓ | Impartial | James Doe | | | | | Edit Delete |

[+](#) [ADD CHILD](#)

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[SAVE AND CLOSE](#) [CANCEL FILING](#) [CONTINUE](#)

- All the information you entered on the parties will display on the table. Verify the information is correct before continuing. If any changes need to be made, click the edit or delete links.
- Once all the information is entered on the case parties click the continue button.

Upload Documents

File New Divorce Case - El Paso County

| | | | |
|---|---|----------------------------------|---|
| Petition - Dissolution w/Children (Not uploaded yet) | Document Title JDF 1101 - Petition | Drop files to attach, or browse. | |
| Information Sheet (Not uploaded yet) | Document Title JDF 1000 - Case Information | Drop files to attach, or browse. | ✕ |
| Summons (Not uploaded yet) | Document Title JDF 1102 - Summons | Drop files to attach, or browse. | ✕ |

Select Another Document to File + ADD DOCUMENT

Total Upload: 0 MB of 50 MB limit
Max Document Size: 3.0 MB

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SAVE AND CLOSE CANCEL FILING CONTINUE

- Based on the selections you made at the start of the case, a list of documents will be listed that need to be filed to start your family case.
- The system will add a default document title on many documents that can be filed in the system. You can edit this document title if it does not match the title of your pleading.
- Upload your document by clicking the browse button, navigate to where your document is stored on your computer or network and select the document. Your original document will be uploaded to the system and the system will create a PDF version of your document.
 - The confirmation message “Your document was uploaded successfully” will appear.
 - After uploading your document, you can review the original document by clicking the View Original or the converted PDF version by clicking the View PDF link.

File New Divorce Case - El Paso County

✔ Your document was uploaded successfully.

| | | | |
|---|---------------------------------------|----------------------------------|--|
| ✔ Petition - Dissolution w/Children View Original View PDF | Document Title JDF 1101 - Petition | Drop files to attach, or browse. | |
|---|---------------------------------------|----------------------------------|--|

- If there is a document listed that you do not want to file at this time remove it by clicking the trash can. This will remove it from your list.
- If there are additional documents that you would like to file, select them from the Select Another Document to File list.





Select Another Document to File + ADD DOCUMENT

- The maximum document size is 3MB and the entire filing submission must be 50MB or less.
- Double check that the documents you uploaded are correct.
- Once you have added all the documents click continue.

Review and Submit

File New Divorce Case - El Paso County

Credit Card Number * MM * YY * CVC *

Use my account information for the billing address

First Name * Last Name *

Jane Doe

Address *

1st Avenue

City * State * Zip Code *

Denver Colorado 80203

Email Address *

ProseAccount@gmail.com

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[SAVE AND CLOSE](#) [CANCEL FILING](#) [SUBMIT FILING](#)

Purchase Details

Statutory Filing Fees: \$230.00*

E-Filing Fees: \$6.00

Total Fees: \$236.00

*The court may modify statutory filing fees before accepting your filing.

- Enter your credit card and billing information. Credit card information is not stored in our system and not sent to the court. If this screen is refreshed or you save your filing to submit later, you will need to re-enter your credit card information.
- Click the submit filing button.

Now what happens?

- A case number is automatically assigned to the case.
- Your submitted filing will display on the My Filings screen.
- The court clerk will review your filing and either accept or reject the documents.
- An accepted or rejected new case filing will display on the Alerts screen.
- The document will have a date/time stamp of when the filing was submitted by the user.
- Statutory filing fees are charged only when a case is accepted.