

Juvenile Court, City and County of Denver, State of Colorado 520 W. Colfax Ave., Room 125, Denver, Colorado 80204	▲ COURT USE ONLY ▲
Petitioner: and Respondent:	
	Case Number: ___JV___ Courtroom: _____
CASE MANAGEMENT ORDER	

Introduction

This order explains the steps both parties are ordered to follow.

IF YOU FAIL TO FOLLOW THIS ORDER, YOUR PETITION MAY BE DISMISSED.

Court Contact information

Denver Juvenile Court
Lindsey Flanigan Courthouse
520 W. Colfax Ave, Room 125
Denver, Colorado 80204
(720) 337-0570
Hours: Mon-Fri 8:00a – 4:00p

Court Self-Help / Pro Se Center
Lindsey Flanigan Courthouse
520 W. Colfax Ave, Room 125
Denver, Colorado 80204
(720) 337-0583
Hours: Mon-Fri 9:00a – 12:00p and
1:00p – 4:00p

Interpreter

If either party needs an interpreter, let someone at the court know as soon as possible.

Si cual quiera de las parte necesita un intérprete, infórmeselo a alguien en la corte tan pronto que sea posible.

Child Care

DO NOT bring children with you to conferences, mediations or court hearings.

You may utilize the free service provided below, located in the courthouse:

Denver Warm Welcome Court Child Care Center
520 W. Colfax Ave., Denver, CO 80204
(inside the Lindsey Flanigan Courthouse)

Hours: 7:30am-5:00pm (Closed from 12:00pm – 1:00pm for lunch)

Changes to Your Contact Information

It is the responsibility of both parties to inform the court of any changes in contact information while this case is open. You may do this by filling out form JDF 88 and mailing it to the court or by submitting it in person.

PART ONE – Service

(Duty of Party that Filed the Petition for Allocation of Parental Responsibilities (APR))

Service. Service gives the judge the authority to hear your case and is required by law. The party who filed the Petition for APR must obtain service on all other parties as required by Rule 4 of the Colorado Rules of Civil Procedure (C.R.C.P). Service is the official act by which the other party is notified of the APR petition. **There are no exceptions to this rule.**

<input type="checkbox"/>	1.	Make a copy of the:	<input type="checkbox"/> Summons (form JDF 1414) <input type="checkbox"/> Petition (form JDF 1413) <input type="checkbox"/> Case Management Order (this document)
<input type="checkbox"/>	2.	Within 28 days, serve the other party (by waiver or return) with the copy of the:	<input type="checkbox"/> Summons (form JDF 1414) <input type="checkbox"/> Petition (form JDF 1413) <input type="checkbox"/> Case Management Order <i>***See below for details on service by waiver or return***</i>

Service can be achieved by:

(a) **Waiver of Service-** If the other party is willing to receive the documents above from you and sign a Waiver of Service in front of a notary afterward, file that signed and completed Waiver of Service with the court as soon as possible. (form JDF 1515(a))

OR

(b) **Return of Service-** If the other party is unwilling to sign a Waiver of Service, either someone over the age of 18 who is not a party in the case, a professional process server, or a sheriff in the county where the other party lives can serve the other party with the Summons and Petition. The person who served the other party must complete a Return of Service, and unless that person is a sheriff, the form must be signed in front of a notary. The Return of Service must be complete. (form JDF 1515(b))

PART TWO – Notice

(Both/All Parties)

Notice. The law requires that you give a copy of everything you file, either in person or by mail to the last address you know of for the other party. Make sure that you complete a “Certificate of Service” for every form you file with the court (usually at the end of the form). An example is below. (form JDF 1313)

CERTIFICATE OF SERVICE

I certify that on DD/MM/YY (date) the original was filed with the Court and a true and accurate copy of this **MOTION** was served on the other party by:

Hand Delivery, E-filed, Faxed to this number: _____, or by placing it in the United States mail, postage pre-paid, and addressed to the following:

To: [Other party or party's name]
[Other party or party's street address]
[Other party or party's city, state and zip code] [Your Signature]
Your signature

Note: Notice is different than the “service” required in PART ONE. Service in PART ONE is for the initial documents described in that section only.

<input type="checkbox"/>	3.	Complete every Certificate of Service, if there is one, before filing each form with the court.
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PART THREE – Complete a Co-Parenting Class (Both/All Parties)

Both parties must complete a co-parenting class prior to any conferences, mediations or court hearings. Additionally, both parties must file a Certificate of Completion of Parenting Class within the timeframes provided below:

Who	What	Deadline			NOTE
Party that filed the Petition	file the certificate of completion	within 42 days of	<u>filing</u>	the petition	your petition may be dismissed if you do not comply with this rule
Other Party	file the certificate of completion	within 42 days of	<u>being served with</u>	the petition	failure to participate may be considered when creating permanent orders

Please see the attached Co-Parenting after Divorce class brochure and upcoming dates.

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| <input type="checkbox"/> | 4. | Complete a Co-Parenting Class |
| <input type="checkbox"/> | 5. | File your Certificate of Completion of Parenting Class with the Court (within the timeframes provided above) in person or by mail at:

520 W. Colfax Ave. Room 125
Denver, CO 80204
Hours: 8:00am – 4:00am |

PART FOUR – Attend the Initial Status Conference (ISC) (Both/All Parties)

If steps 1-5 have been completed, the Court will mail you a notice of the date for an Initial Status Conference (ISC). You must attend the ISC unless the judicial officer excuses you.

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| <input type="checkbox"/> | 6. | Attend the ISC. You should expect to be at the courthouse for at least two hours. |
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Statement Regarding Intimate Partner Abuse (Domestic Violence)

If the other party in this case has physically or psychologically abused you and you are unwilling to participate in mediation/ADR, the court cannot force you to do so. Note that mediation/ADR can be done with both of you in separate rooms. You may also request that a sheriff be present for your ISC if that makes you feel safer.

PART FIVE – Mediation (Both/All Parties)

If you and the other party have not filed a signed and notarized Parenting Plan agreement, you are required to attend mediation. You will receive a mediation date at your Initial Status Conference (ISC). Alternatively, you may contact the court to schedule a mediation any time after steps 1-3 are completed.

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| <input type="checkbox"/> | 7. | (a) Attend Mediation (if you file a notarized Parenting Plan agreement with the other party this is not required)
OR
(b) Complete and file a Parenting Plan agreement (must include all parties' notarized signatures) |
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PART SIX – Contested Hearings
(Both/All Parties)

If no agreement was reached at mediation, the parties should arrive to court prepared for a full hearing on the disputed issues. The judicial officer has the authority to decide which issues will be heard in any hearing and which evidence will be accepted.

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| <input type="checkbox"/> | 8. All parties must attend any scheduled hearing unless excused, or given permission to appear by phone, by the judicial officer. |
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PART SEVEN – Form Names and Numbers
(Both/All Parties)

Below you will find the forms that you may need for your case. Your case may have special issues that require additional forms or motions be filed. Remember that it is your job to make sure that each of you has a copy of everything you file (*See Part Two – Notice*).

- Summons for Allocation of Parental Responsibilities (form JDF 1414)
- Petition for Allocation of Parental Responsibilities (form JDF 1413)
- Case Information Sheet (form JDF 1000)
- Parenting Plan (form JDF 1113)
- Certificate of Service (form JDF 1313)
- Waiver of Service (form JDF 1414(a))
- Return of Service (form JDF 1414(b))
- Response to Petition for Allocation of Parental Responsibilities (form JDF 1420)

So ordered.

Dated this 2 day of April 2018.

By the Court:



Juvenile Court Judge
Presiding Juvenile Judge

This order is a guide for all of the parties and attorneys involved in a case. If you want more information on the court process, please go to our website, www.courts.state.co.us, where you can print forms and instructions for free. If you do not print forms yourself, you must purchase them. All forms have a form number that begins with "JDF."