

DISTRICT COURT CITY AND COUNTY OF DENVER, COLORADO 1437 Bannock Street Denver, Colorado 80202	<p style="text-align: center;">▲ COURT USE ONLY ▲</p>
Petitioner And Respondent/Co-petitioner	
ORDER REGARDING DOMESTIC CASE MANAGEMENT PROCEDURES	

The Judicial officer and the Court Facilitator will be directly involved to manage and oversee the proceedings in this case to ensure the efficient, just and economical resolution of all issues. They will meet with you periodically to set future hearings, and to try to achieve the earliest possible resolution of the issues with the least expense to the parties. Emphasis will be placed on the value of the parties working together to resolve their own issues.

REQUIREMENTS OF FILING PARTY

THE PETITIONER MUST GET THE OTHER PARTY PERSONALLY SERVED, SET THE INITIAL CONFERENCE AND, IF THERE ARE MINOR CHILDREN, ATTEND THE PARENTING AFTER DIVORCE SEMINAR. THE PETITIONER MUST ALSO NOTIFY THE OTHER PARTY OF THE INITIAL CONFERENCE AND OF THE ORDER TO ATTEND THE PARENTING AFTER DIVORCE SEMINAR.

1. SERVICE

Petitions for dissolution of marriage, legal separation and allocation of parental responsibility must be personally served in accordance with Rule 4 of the Colorado Rules of Civil Procedure. **Personal service is not accomplished by mailing documents to the other party, even if certified.** Other documents, such as this Order and Notice of Initial Conference, may either be served with the Petition or sent by regular mail once the other party has been personally served. In each case, both parties and attorneys, if any, must attend the initial conference.

2. MANDATORY INITIAL CONFERENCE

The parties and the attorneys must attend the initial conference. An initial conference **SHALL TAKE PLACE AS SOON AS POSSIBLE BUT NO LATER THAN 30 DAYS AFTER FILING** the petition. The petitioner, or counsel, must schedule the initial conference in the assigned courtroom as soon as possible but no later than fifteen (15) days after filing, and

serve notice of that conference time and date on the respondent or co-petitioner, and/or counsel of record. Scheduling of the initial conference shall not be delayed to wait for service. (The initial conference should be set on a date that permits time to complete service and give the other party Notice of the Conference.) The Return of Service and the Notice of the Conference must be filed in the Clerk's Office in Room 256 (where your Petition was filed). To set your initial conference, contact the courtroom your case has been assigned to between 10:00 a.m. and 12:00 p.m. on Tuesday, Wednesday or Thursday. Courtroom 4's telephone number is 720-865-8305; Courtroom 21's telephone number is 720-865-8615; Courtroom 22's telephone number is 720-865-8602. Both parties and attorneys, if any, shall attend the initial conference. Parties are excused from the Initial Conference if BOTH parties are represented by counsel and they submit a Stipulated Case Management Plan in accordance with C.R.C.P. 16.2(c)(1)(c). However, the plan shall include an agreed Permanent Orders date, set with the division clerk, which date shall not be beyond 120 days of the date of service or the filing of a Co-Petition. The Permanent Orders date may later be reset by the court for good cause shown.

Parties may also be excused from the initial conference if prior to the initial conference they file a request for dissolution by affidavit with the required information listed below, or if both parties are represented and counsel have submitted a stipulated case management order as mentioned above.

The parties and counsel shall provide each other full and complete disclosure of all relevant information and documents (see C.R.C.P. Rule 26.2(a)(1) for guidance) as quickly as possible, so that any necessary interim orders can be issued as needed and so that final resolution can be explored at the earliest possible time. All parties shall bring their completed financial affidavits to the initial conference.

3. PARENTING AFTER DIVORCE

In all cases involving minor children, whether a dissolution of a marriage or a legal separation or an allocation of parental responsibility proceeding, both parents and any others seeking parenting time shall attend a seminar regarding the effects of divorce upon children and the parenting skills necessary during and after the case.

Specifically, it is ordered that the petitioner and the respondent (or co-petitioner) attend a four-hour seminar entitled **Parenting After Divorce** (telephone No. 303-329-9942) **within 40 days** of the date of this Order. Failure to comply with this Order may be considered by the Court in determining the issues of the allocation of parental responsibilities, parenting time and child care. To attend another program, you must file a motion with the Court and receive an order permitting attendance at the substitute program. The cost of this seminar is nominal and shall be paid by the parties. The Court cannot waive this fee.

Dissolution by Affidavit

If you do not have minor children, or if you have minor children and you are both represented by an attorney, and if you have agreed upon all aspects of your dissolution, you may file an affidavit for dissolution without appearance of the parties. If you file the non-appearance affidavit **before** the initial conference with the Judge or Court Facilitator, you do not have to

attend the initial conference. You may vacate the conference by contacting the division in which it is set. Your dissolution decree will be granted after ninety (90) days from service of the petition (or filing of a co-petition) provided all the documentation is complete and the Court finds the agreement reasonable and neither party notifies the Court of a desire to withdraw any material statement on the affidavit. In order to receive a copy of your Dissolution Decree, you must enclose an additional copy(s) of the proposed Decree along with a self-addressed, stamped envelope for each party.

If you have minor children and one or both of the parties is not represented by an attorney you will need to appear in court to obtain a dissolution decree. Thus, if you do not have a final orders hearing set, you will need to set it with the division clerk.

All parties with minor children must attend the Parenting After Divorce class pursuant to paragraph 13 above even if you resolve the case by affidavit.

CONTESTED HEARINGS

If you have not reached agreement and/or filed request for dissolution by affidavit, the following shall apply to any contested hearing.

The assigned judge may have a pre-hearing conference and may determine the scope of any hearing and evidence to be heard on any contested matter.

Discovery shall be conducted as permitted by C.R.C.P. 16.2. No formal discovery, beyond the initial disclosures required by the Colorado Rules of Civil Procedure, shall occur except as authorized and scheduled by the judge, except the parties may depose each other and depose others solely to obtain or authenticate documents.

Experts shall be appointed and heard pursuant to C.R.C.P. 16.2(g).

Counsel and parties shall not file any paper, documents or motions or orders to show cause except as authorized by the judge or allowed by C.R.C.P. 16.2 (c) (4). This injunction against unauthorized filings does not apply to the petition, response, motions for domestic violence restraining orders, motions for substituted service, motions for change of venue, motions contesting the jurisdiction of the court over the parties or subject matter, or withdrawals and substitutions of counsel or trial management certificates.

GENERAL INFORMATION AND HELP

Parties without legal counsel can contact the Pro Se Resource Center Tuesday through Friday at 720-865-8440 between the hours of 8:00 a.m. and 1:00 p.m. for assistance and/or purchasing of documents. All of the forms are available in the Clerk's office, Room 256, or on the Judicial Website: www.courts.state.co.us. The Court Facilitator is available at 720-865-8371. The law prohibits court personnel from giving you legal advice; they may provide procedural information only.

PETITIONER SHALL SEND A COPY OF THIS ORDER AND ANY OTHER DOCUMENTS FILED WITH THE COURT TO ALL COUNSEL AND PRO SE PARTIES UPON THEIR ENTRY OF APPEARANCE IN THIS ACTION AND FILE A CERTIFICATE OF SERVICE.

SO ORDERED BY THE COURT:

Dated:

/s/Lawrence A. Manzanares
Lawrence A. Manzanares
District Court Judge

/s/ J. Stephen Phillips
J. Stephen Phillips
District Court Judge
Presiding Domestic Judge

/s/Gloria S. Rivera
Gloria A. Rivera
District Court Judge