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| **DISTRICT COURT,** **COUNTY, COLORADO**  **Court Address:**    In Re the Marriage/Matter of:  Petitioner:  and  Respondent/Co-Petitioner: | ▲ COURT USE ONLY ▲  Case Number:  Div:       Ctrm: |
| **DOMESTIC RELATIONS CASE MANAGEMENT ORDER** | |

IT IS THE ORDER OF THIS COURT that the following Domestic Relations Case Management Order reflects the procedures to be followed in domestic relations cases in the 12th Judicial District.

**Definitions**

Colorado Rules of Civil Procedure (C.R.C.P.) 16.2 outlines the procedures that are followed and

information that is required to be shared between parties in domestic relations cases.

Colorado Revised Statute (C.R.S.) Title 14 outlines the law that is followed in all domestic

relations cases.

Petitioner: the person who is starting the case or files the petition.

Co-Petition: both parties have signed the petition and are filing the case together.

Respondent: the party that the petition is filed against.

Service: formal delivery of legal documents to the opposing party.

Dissolution of Marriage: divorce

Allocation of Parental Responsibility: custody

Pro-se: a party that represents themselves.

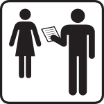
**Beginning a New Case**

A new domestic relations case is opened when a Petition and a Case Information Sheet are filed with the Clerk of Court in the county where you live. This is done either by both parties (a Co-Petition) or by one party (the Petitioner).

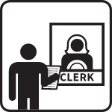
For more information about the court process see the Guide to Divorce or Legal Separation (JDF 1010) for dissolutions or the Guide to Parental Responsibility (custody) (JDF 1030) for child custody matters.

See below for easy access to all required court forms.

**Co-Petition:**

* Service is not needed.
* Contact the Family Court Facilitator right away to schedule your Case Management Conference.

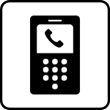
**Petitioner:**

* In addition to the Petition and the Case Information Sheet, the Petitioner must also file a Summons (JDF 1012-for a dissolution; JDF 1032-for allocation of parental responsibilities).
* If you don’t file a Petition together, you must have the other party served by:

1. The other party can agree to accept the court papers and complete a Waiver of Service (JDF 1013-for a dissolution; JDF 1033-for allocation of parental responsibilities).
2. Have the other party personally served by the sheriff, a professional process server, or an adult who is not involved in the case and knows how to serve documents. A Return of Service (JDF 1014-for a dissolution; JDF 1034-for allocation of parental responsibilities) must be filed within seven (7) days of service.
3. If you’ve made several unsuccessful attempts to serve the other party, you can request to have them served by publication. A Motion for Publication (JDF 1301) can be filed to make that request along with a Proposed Order (see attached instructions for Proposed Orders).
4. See JDF 1099 for more information on how to serve the other party.

* After the other party is served, schedule a Case Management Conference with the Family Court Facilitator.

**Respondent:**



* If you have been served with a Petition, a Response (JDF 1015-for a dissolution; JDF 1035-for allocation of parental responsibilities) must be filed within twenty-one (21) days of service. There is a filing fee, but a Motion to Waive the filing fee (JDF 205) can be filed if you meet low-income guidelines.
* Schedule and attend facilitation with Family Court Facilitator.

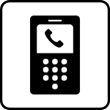
**Modifying Existing Orders**

Either party can file a motion to modify existing orders. You do not have to be the Petitioner or the person who started the original case.

**Party Requesting the Modification:**

* Provide the other party with a copy of the Motion and fill out the Certificate of Service at the bottom.
* File the Motion with the Court along with a Proposed Order (see attached instruction for proposed orders). There is a filing fee, but a Motion to Waive the filing fee (JDF 205) can be filed if you meet low-income guidelines.
* Schedule and attend facilitation with Family Court Facilitator.

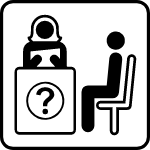
**Party Responding to the Modification :**

* A Response to the motion must be filed within 21 days of notice. The filing fee, but a Motion to Waive Fees (JDF 205) can be filed if you meet low-income guidelines.
* Schedule and attend facilitation with Family Court Facilitator Kaylene Guymon.

**Important Things to Know**

****The parties and their lawyers (if any) are required to attend a Case Management Conference with the Family Court Facilitator for new cases as well as modifications. Please call Kaylene Guymon to schedule. Also, please let Ms. Guymon know of any active protection orders (aka restraining orders).

Attending the Case Management Conference is not a violation of the civil or criminal protection order; however, the parties must meet with the Facilitator in separate rooms if there is a protection order.

 Parties without a lawyer can contact Lisa Mizell, the Self-Help Coordinator, if

you have questions or need help with any of the court forms and process. Call for

an appointment.

**Contacts**

Lisa Mizell Kaylene Guymon

Self-Represented Litigant Coordinator Family Court Facilitator

719-589-7621 719-589-7603

[caitlin.mizell@judicial.state.co.us](mailto:caitlin.mizell@judicial.state.co.us) [kaylene.guymon@judicial.state.co.us](mailto:kaylene.guymon@judicial.state.co.us)

Kaitlin McCoy

Domestic Relations Judicial Assistant

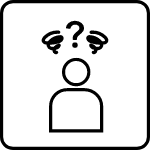
719-589-7622

[kaitlin.mccoy@judicial.state.co.us](mailto:kaitlin.mccoy@judicial.state.co.us)

**Court Forms**

To obtain court forms scan the code below with your smart phone. Forms can also be obtained through the court clerk’s office, or by visiting our website at <https://www.coloradojudicial.gov/self-help-forms>

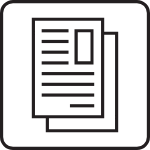
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**Frequently Asked Questions**

For frequently asked questions scan the code below with a smart phone, or go to our website at: <https://www.coloradojudicial.gov/topic/154/case-process?topic=154&wrapped=true> for case process.



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Chief Judge, Twelfth Judicial District

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**ORDER APPOINTING COUNTY JUDGE ACTING DISTRICT JUDGE FOR ALL DOMESTIC RELATIONS CASES AND RELATED NAME CHANGE CASES**

**CHIEF JUDGE ADMINISTRATIVE ORDER 2012-01**

**As amended 9-8-16;**

**As amended 2-1-23**

Chief Justice Directive 95-01 provides the chief judge of a judicial district with the authority to assign a county court judge to duties as an acting district judge when necessary and when funds are available. Such appointments may be made by Chief Judge Administrative Order rather than by individual orders in individual cases. *In re Marriage of Glenn*, 60 P.3d 775 (Colo. App.

2002).

It is necessary for the efficient operation of the 12th Judicial District that Costilla County Judge Tamara Sullivan be appointed as acting district court judge for all domestic relations cases in the 12th Judicial District that are assigned to her as domestic relations magistrate and that she be appointed as acting district court judge for certain related name-change cases, namely those cases filed under section 13-15-101, C.R.S., in which the petition is filed on behalf of a child who is both (1) under nineteen years of age and (2) the subject of an action concerning child support, allocation of parental responsibilities, or parenting time. See C.R.S. § 13-15- 101(1)(a.5).

**IT IS THEREFORE ORDERED** that in every currently open domestic relations case in the 12th Judicial District, as well as in every domestic relations case filed or re-opened after the date of this order, Costilla County Judge Tamara Sullivan is appointed as acting district judge to preside over the case.

**IT IS FURTHER ORDERED** that after the date of this order, Costilla County Judge Tamara Sullivan is appointed as acting district judge to preside over any name-change case related to a domestic relations case over which she presides or has presided.

**IT IS FURTHER ORDERED** that a copy of this Chief Judge Administrative Order shall be included with the Domestic Relations Case Management Order issued in every newly filed, or previously closed and re-opened, Domestic Relations case in this district.

**IT IS FURTHER ORDERED** that a copy of this Chief Judge Administrative Order shall be filed in each newly filed name-change case related to a domestic relations case over which Judge Sullivan is presiding or has presided in the 12th Judicial District. No further authorization is necessary for Judge Sullivan to exercise the authority of a district judge in the domestic relations and name-change cases assigned to her.

So Ordered this 1st day of February 2023.

BY THE COURT:

Michael A. Gonzales

A picture containing night sky

AI-generated content may be incorrect.Chief Judge, 12th Judicial District

**12th JUDICIAL DISTRICT- REQUIRED PARENTING CLASSES FOR 2025**

All adult parties to a dissolution of marriage with children (divorce) or an allocation of parental rights case (custody) - whether a new filing or a re-opened case - are required to attend a one-evening court-sponsored “parallel parenting” class. The class must be completed prior to your final court date. Only classes taught by court-approved providers are allowed. See instructions below. If you have completed this class within the past five years, you may file your prior certificate in your current case. If you live elsewhere in Colorado, go to the Statewide List of Parenting Classes under Divorce and Family forms: www.courts.state.co.us. Contact the Court Facilitator to find approved classes outside Colorado: 719-589-7603. On-line classes not allowed without judicial approval.

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Si usted necesita un interprete para esta clase, tiene que llamar al (719)588-9768 (Rocky Mountain Counseling Group) para este servicio en espanol. Recuerde debe pagar $35.00 el dia de la clase.

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ARRANGE ANY OTHER SPECIAL ACCOMMODATIONS IN ADVANCE: Call 588-9768.

A $35.00 fee per person is collected at the class – cash only; no large bills. No one may attend the class without payment. Fees cannot be waived.

\*\*Bring your Court Case # and County of filing with you to the class.

\*\*Call in advance to sign up for a class at 719-588-9768. You may simply leave a message: “one time court parenting class” plus your name and date you will attend. No other enrollment required.

\*\*Separate classes are scheduled for men and women to avoid potential conflict in the class.

\*\*Do not bring children to the class.

\*\*Other adults - such as a new partner or a grandparent who cares for a child – may enroll in a class, whether they are direct parties in the court case or not. They must also pay the class fee.

\*\*A Certificate of Completion will be available at the end of the class session.

\*\*The class instructors cannot give you legal advice on your individual case.

**Classes for Women** **Classes for Men**

Tuesday, 5:30 – 8 p.m. Thursday, 5:30 - 8 p.m.

Check-in at front desk Check-in at front desk

Rocky Mountain Counseling Group Rocky Mountain Counseling Group

1123 West Ave Unit C Alamosa 1123 West Ave Unit C Alamosa

Tuesday, February 4, 2025 Thursday, February 6, 2025

Tuesday, March 4, 2025 Thursday, March 6, 2025

Tuesday, April 1, 2025 Thursday, April 3, 2025

Tuesday, May 6, 2025 Thursday, May 08, 2025

Tuesday, June 3, 3035 Thursday, June 5, 2025

No Class in July No Class in July

Tuesday, August 5, 2025 Thursday, August 7, 2025

Tuesday, September 2, 2025 Thursday, September 4, 2025

Tuesday, October 7, 2025 Thursday, October 9, 2025

Tuesday, November 4, 2025 Thursday, November 6, 2025

Tuesday, December 2, 2025 Thursday, December 4, 2025

**Co-Parent Skills/Counseling**

**Rocky Mountain Counseling Group**

**Alyson Coombs & Associates**

(various insurances, Family Friendly Court Grant)

1123 West Ave., Unit C, Alamosa, CO 81101

(719) 589-0202 (office)

Alyson’s cell: (719) 588-9768

**Also offer Nurturing Parenting Classes**

**Carol Chrysler**

(Private Insurance)

Specializing in young children

Alta Art Therapy

(719) 588-2934

**SLV Behavioral Health (**se habla espanol)

(Medicaid, private insurance, sliding scale fees)

8745 County Rd. 9 South, Alamosa, CO 81101

(719) 589-3671; **Monte Vista:** 852-5186**; Center:** 754-3927; **La Jara:** 274-5154; **Antonito:** 376-2511; **San Luis**: 672-0331

**Family & Child Counseling**

**Rocky Mountain Counseling Group**

**Alyson Coombs & Associates**

Please see contact information above.

**Carol Chrysler**

Please see information above.

**SLV Health Clinic - Behavioral Health Services**

Child-focused counseling services

2115 Stuart Ave., Alamosa CO 81101

(719) 589-8008

**Maria Thomson**

15 Washington Ave., Ste. 101, Monte Vista CO 81144

(719) 849-0078

**SLV Behavioral Health (**se habla espanol)

(Medicaid, private insurance, sliding scale fee)

Please see contact information above.

**Tu Casa** (se habla espanol)

free confidential services to adult and child victims of domestic violence, sexual assault and child abuse

(719) 589-2465

**Family Mediation**

**Mike Trujillo Esq.** (private pay)

1120 Park Ave., Monte Vista CO 81144(719) 852-5993

**The Law Office of Mark Loy, LLC**

40 Washington St., P.O. Box 88, Monte Vista, CO 81144

(720) 878-8714

[lawyermarkloy@outlook.com](mailto:lawyermarkloy@outlook.com)

**Matt Hobbs – San Luis Valley Law Firm**

P.O. Box 609, Salida, CO 81201

(719) 852-0627

[matt@slv-law.com](mailto:matt@slv-law.com)

**Center for Restorative Programs**

(sliding scale fee) (se habla espanol)

serving all SLV counties

Parent-Teen Conflict Mediation

714 3rd Street, Alamosa CO 81101

(719) 589-5255

**Supervised Parenting Time & Parenting Time Exchanges**

**Rocky Mountain Counseling Group**

**Alyson Coombs & Associates**

(various insurances, Family Friendly Court Grant)

1123 West Ave., Unit C, Alamosa, CO 81101

(719) 589-0202 (office)

Alyson’s cell: (719) 588-9768

**Other**

**Kaylene Guymon – Family Court Facilitator**

Alamosa County Justice Center

8955 Independence Way, Alamosa CO 81101

(719)-589-7603

**Lisa Mizell - 12th Judicial District**

**Self-Represented Litigant Coordinator**

Alamosa County Justice Center

8955 Independence Way, Alamosa, CO 81101

**(**719) 589-7621

(appointments can also be scheduled in Conejos, Costilla, Rio Grande and Saguache)

**Colorado Legal Services (se habla espanol)**

603 Main St., Alamosa, CO 81101

(719) 589-4993

**Thursday Night Bar**

Contact: Kimberly at 719-589-6534

1st Thursday of the month at 5:30 p.m.

Alamosa Public Library, 300 Hunt, Alamosa, CO 81101