



Forms Blotter

September 2024

Form news and revisions from the last month:

1. For(m) Your Information

a) Instruction Style Update: “Treatise” to “Guide” (New)

- You may notice instructions being reformatted into a new style.
- Going from a 10-page treatise on a topic to a 2-page reference sheet.
- The Guide style is more user-friendly for self-represented litigants.
- The Guide style is also easier and more sustainable to meet the Judicial Department’s statutory accessibility obligations.

b) Planned Updates (Updated)

Keep a look out for these future form updates:

- JDF 1 – Filing Fees November 1st
 - Form discontinued. Content is being moved to the website.
- Evictions Forms Q4 2024
 - HB24-1098/99 updates to Notices, Instructions, Summons, and Pleadings.

c) Word Format Retiring (Repeat)

You may notice not all forms are available in Word format. Judicial is transitioning from designing the base form in Word to a publication program (like Adobe InDesign).

- Given accessibility requirements, the WORD format alone doesn’t meet the Judicial Department’s statutory obligations.
- Converting from Word to PDF can take many hours to make the document accessible.
- A change to publication software will require far less time to update forms and ensure they meet accessibility standards.
- Proposed orders will be the last to be converted.

2. Form Changes

Notes

- Listed form titles may be shortened or simplified from their actual version.
- The number in the braces {} is the form's reading grade level.
- You can find forms by JDF name or number at [www.coloradojudicial.gov]

| Forms Updated: | Date Published |
|---|----------------|
| JDF 73 General Affidavit {7 th } <ul style="list-style-type: none">• Reformatted for accessibility.• Added a note that this document is used as an attachment. | August 5th |
| JDF 99 A Demand for Compliance {6 th Adjusted} <ul style="list-style-type: none">• Updated service section. HB24-1098. | August 15th |
| JDF 99 B Notice to Terminate Tenancy {7 th Adjusted} <ul style="list-style-type: none">• Updated service section re posting requirements and added note re mandatory mediation. HB24-1098. | August 15th |
| JDF 99 C Notice of No-Fault Evictions {6 th Adjusted} <ul style="list-style-type: none">• Updated service section re posting requirements and added note re mandatory mediation. HB24-1098. | August 15th |
| JDF 101 Eviction Complaint {6 th Adjusted} <ul style="list-style-type: none">• Added field to note late fees. SB24-064. | August 15th |
| JDF 206 Order re Fee Waivers {5 th } <ul style="list-style-type: none">• Removed Supreme Court check box. Proposed Orders are barred in appellate courts. C.A.R. 27(a)(2)(C)(iii). | August 20th |
| JDF 477 Motion to Seal Non-Conviction Records {13 th } <ul style="list-style-type: none">• Updated to include situations when conviction vacated. HB24-1345. | August 7th |
| JDF 478 Order Sealing Non-Convictions {12 th } <ul style="list-style-type: none">• Updated to include when conviction vacated. HB24-1345.• Removed note re CBI Fee. HB24-1432 | August 7th |

| | | |
|----------|--|---------------|
| JDF 491 | <p>Guide to Sealing Non-Convictions {7th}</p> <ul style="list-style-type: none"> Reformatted to a “guide” style instruction. | August 7th |
| JDF 492 | <p>Order Denying Motion to Seal Non-Conviction Records {14th}</p> <ul style="list-style-type: none"> Updated style and added accessibility improvements. | August 7th |
| JDF 493 | <p>Notice of Hearing (Non-Conviction Records) {14th}</p> <ul style="list-style-type: none"> Updated style and added accessibility improvements. | August 7th |
| JDF 611 | <p>Guide to Sealing Convictions (county/district) {7th}</p> <ul style="list-style-type: none"> Reformatted to a “guide” style instruction. Removed note re CBI Fee. HB24-1432 | August 7th |
| JDF 612 | <p>Motion to Seal Conviction Records {12th}</p> <ul style="list-style-type: none"> Updated to include human trafficking. HB24-1345. | August 7th |
| JDF 613 | <p>Order Denying Motion to Seal Conviction Records {7th}</p> <ul style="list-style-type: none"> Updated style and added accessibility improvements. | August 7th |
| JDF 614 | <p>Notice of Hearing (Conviction Records) {11th}</p> <ul style="list-style-type: none"> Updated style and added accessibility improvements. | August 7th |
| JDF 615 | <p>Order Sealing Conviction Records {16th}</p> <ul style="list-style-type: none"> Includes o human trafficking option. HB24-1345. Removed note re CBI Fee. HB24-1432 | August 7th |
| JDF 640 | <p>How to Seal Multiple Convictions {11th}</p> <ul style="list-style-type: none"> Removed note re CBI Fee. HB24-1432 | August 7th |
| JDF 1113 | <p>Parenting Plan {7th}</p> <ul style="list-style-type: none"> Reformatted for accessibility. | September 3rd |
| JDF 1117 | <p>Support Order {6th Adjusted}</p> <ul style="list-style-type: none"> Separated out the definition of “Extraordinary Medical Expenses.” | September 3rd |
| JDF 1820 | <p>Child Support Worksheet A {13th}</p> <ul style="list-style-type: none"> Added second signature line. | August 9th |
| JDF 1821 | <p>Child Support Worksheet B {13th}</p> <ul style="list-style-type: none"> Added second signature line. | August 9th |

3. Form Changes (Bilingual)

Notes

- LOTS stands for **L**anguages **O**ther **T**han **S**panish.
- The LOTS languages for forms are Arabic, Burmese, Chinese Mandarin (simplified), Chuukese, French, Korean, Nepali, Somali, Russian, and Vietnamese.

Forms Updated:

- | | | |
|----------|-------------------------------------|---|
| Form 3 | General Civil Answer (county court) | <ul style="list-style-type: none">• Updated: Spanish. |
| JDF 99 A | Demand for Compliance | <ul style="list-style-type: none">• Updated: Spanish. |
| JDF 99 B | Notice to Terminate Tenancy | <ul style="list-style-type: none">• Updated: Spanish. |
| JDF 99 C | Notice of No-Fault Eviction | <ul style="list-style-type: none">• Updated: Spanish. |
| JDF 432 | Guide to Adult Name Changes | <ul style="list-style-type: none">• Updated: LOTS. |
| JDF 1000 | Case Information Sheet | <ul style="list-style-type: none">• Updated: LOTS. |