

DENVER JUVENILE COURT

PLEADING ACCEPTANCE STANDARDS & GUIDELINES POLICY

In addition to the Colorado Judicial Branch pleading acceptance standards outlined in the CJD 11-01, the Denver Juvenile Court requires pleadings to adhere to the following standards to be acceptable by the court:

- Caption, if applicable:
 - The caption must be filled out completely.
 - Court: Denver Juvenile Court
 - Address: 520 W. Colfax Ave Denver, CO 80204 (Room #125 is optional)
 - Party names must be spelled correctly and completely, including any middle names, if applicable, and any AKAs.
 - The parties listed in the caption must correspond to the case.
 - There may not be parties missing.
 - The case number must be correct and present, unless it is a newly e-filed case.
- If applicable, the document must be signed by the filing party.
- If applicable, the Certificate of Service must be completed and signed.
- If applicable, the document must be notarized.
- If there is not a formal caption on the document, the case number must be noted on the document (unless it is a newly e-filed case and the case number is unknown at time of filing).
- Formatting:
 - The document must be in Word or PDF format if filed electronically.
 - The document shall be legible:
 - Free of any editing notes.
 - No blurry or overlapping wording.
 - Font size is large enough to be readable.
 - No pages cut off or crooked.
- The document must not be missing any pages and pages must be uploaded in order.
- The document must be in English or have an English translation accompanying the original document.
 - Note that exhibits and birth certificates from other countries are the exceptions to this rule.
- Exhibits:
 - An exhibit list is required if the exhibits are not attached to a pleading.
 - The case number must be on the first page of each exhibit.
 - Each exhibit must be labeled as an exhibit on the first page.
- Case information sheets, petitions, amended petitions:
 - The names of the parties in the body of the document must be spelled correctly, match the caption, and correspond with the parties on the case.
- Proposed Orders must have a blank signature line and date line for the judicial officer to sign on and must be filed as a separate document than any corresponding motions or pleadings.

Failure to adhere to these standards may result in pleadings being rejected. These standards are effective as of October 1, 2026.