



How to Change Decision Making

1. Basic Information

- ◆ Use these instructions to change decision-making.
- ◆ Within 49 days of the date your Motion is filed, the Court will review the case. The Court may grant or deny the request, set the matter for hearing, or order the parents to mediation.
- ◆ Also consider if you need to Modify Child Support. Read [*JDF 1403 i – How to Change Child Support*](#), for more info on that process.
- ◆ The law that directs this process is C.R.S. § 14-10-131 and C.R.C.P. 16.2.

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2. Step-by-Step Guide

Terms defined on [page 3](#).

Step 1: Complete Forms.

- Motion to Change Decision Making (JDF 1415):**
 - Please complete all sections of this form.
 - Describe what arrangements you are requesting to change and why such changes are in the best-interest of the child(ren). Please be specific
 - Make sure you have the appropriate number of copies of all documents for the Court and the Co-Petitioner/Respondent.
 - If your address or the other party's address has changed since you originally filed your case, please provide your current address to the Court in writing.**

- Parenting Plan (JDF 1113):**
 - Complete all sections of this form, as appropriate.
 - Review section E – Child Tax Exemption to determine if the changes to the Parenting Plan affect this section.
 - If you have any unique situations, identify them in the “Other Terms” section. The Parenting Plan should identify only those parties who will have court-ordered custody/decision-making responsibilities. Day care/babysitting arrangements do not need to be specifically identified on this form.
 - Please check with the Court Facilitator in your judicial district regarding what additional information the Court may need.

- Order Re: Modification to Custody or Decision-Making Responsibilities**
 - Complete the caption only on this form.
 - The Court will complete the remaining sections.

Step 2: You are Ready to File your Case with the Court.

- Provide the Court with all the forms identified in Step 1.
- Provide the Court with a self-addressed stamped envelope to receive a copy of the Order. The Court may review all of the forms filed and issue an order or require a hearing to be set. When filing your forms, you may want to ask the Court what their procedures are for this type of court proceeding.

Step 3: Provide all Forms to the Other Parent.

- You must provide a copy of all forms to all parties on the case by a method stated in the certificate of service.
- Complete the Certificate of Service portion on the form. The purpose of the Certificate of Service is to notify the Court when and how you provided copies of the motion to all parties. This is very important, because the Court must have knowledge that all parties involved are aware of the Motion prior to any Court action being taken.

Step 4: Court Review of Forms or Hearing

- The Judge or Magistrate will review all of the forms filed and enter an Order.

- The Court may set the case for a hearing at which time both parties will have the opportunity to appear and address the Court. You will receive a copy of the Order.
- Please make sure you read and understand all issues addressed in the Order. The Court may order various sanctions to the non-complying party, such as imposing a civil fine or jail sentence, posting a bond or security to insure future compliance. In addition, the Court may require that parenting time for the aggrieved parent or child be made up, and any other orders to meet the best interests of the child(ren).

3. Common Terms

- Petitioner: The person identified in the original Petition filed with the Court.
- Co-Petitioner/Respondent: The person identified in the original Petition filed with the Court.
- Stipulation: A written agreement prepared by both parties.
- Service of Process: The official means by which a party is notified that a document has been filed against him/her and provided a copy of the document and a description of the person’s rights and obligations as a party to the case.
- Hearing Date: The date that the Petitioner and Co-Petitioner/Respondent must appear in Court to present evidence in support of the Motion.
- May: In legal terms, “may” is defined as “optional” or “can”.
- Shall: In legal terms, “shall” is defined as “required”.

4. Fees

Motion	\$105	
Response	\$116	You only pay the response fee if this is your 1 st filing. Or, if you also request changes to the orders.
Certified Copy	\$20	

* To Request a [Fee Waiver](#):

- [JDF 205](#) – Motion to Waive Fees.
- [JDF 206](#) – Order. (Just do the **case caption**.)

5. All Forms

View forms at www.courts.state.co.us/Forms/family

[JDF 1113](#) – Parenting Plan

[JDF 1415](#) – Motion to Change Decision Making

[JDF 1417](#) – Order re Change to Decision Making

6. ADA Information

For reasonable accommodations under the Americans with Disabilities act contact the court's ADA coordinator:

www.courts.state.co.us/Administration/HR/ADA/Coordinator_List.cfm

7. Legal Advisory

These are basic instructions for informational purposes only. They do not constitute legal advice. If you choose to represent yourself, you are bound by the same rules and process as a lawyer. If you do not understand this information, please contact a lawyer.