



# How to Register an Out-of-State Custody Order *with Expedited Enforcement*

## 1. Basic Information

- This process asks the court to register a custody determination you got in another state. And due to an emergency situation, you need those orders enforced now.
- The law that directs this process is C.R.S. § 14-13-305 and 308.
- You normally start the case in:
  - 1) The county and state where one or both parents live. Or,
  - 2) The county and state where the child is present.
- This process isn't for everyone. See JDF 1215 if you are looking to register:
  - 1) An alimony or child support order.
  - 2) A divorce decree without a custody order.
  - 3) A custody order without the need for expedited enforcement.

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## 2. Step-by-Step Guide

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### Step 1 - Start the Case (*Filing Parent*)

- 1)  Get a **certified copy** of the custody order you want to register.
- 2) File this paperwork in a Colorado District Court:
  - JDF 1241 - Petition (with the **certified copy** of the order).
  - JDF 1000 - Case Information Sheet.
  - JDF 1242 - Order to Attend a Hearing (**case caption** only)
  - JDF 1244 - Order re Custody Determination (**case caption** only)
- 3)  Some districts allow you to file online:  
[www.jbits.courts.state.co.us/efiling](http://www.jbits.courts.state.co.us/efiling)
- 4)  Pay the \$166 filing fee. Or,  
  
File a JDF 205 and 206 - Motion to Waive Fee.
- 5) The Court will return a completed JDF 1242 - Order to Attend Hearing.

### Step 2 - Formal Notification (*Filing Parent*)

- 1)  Give the starting paperwork to a **process server**.
  - Someone must formally give a copy of the paperwork to the other parent.
  - You cannot be the one who completes service.
  - Contact the Sheriff's office in the county where the other parent lives. Or,
  - Hire a process server.
- 2)  The process server completes JDF 98 - Affidavit of Service.
- 3)  File JDF 98 - Affidavit of Service with the court.

### Step 3 - Response (*Responding Parent*)

- 1)  File JDF 1243 - Objection to the Petition with the court.
- 2)  Some districts allow you to file online:  
[www.jbits.courts.state.co.us/efiling](http://www.jbits.courts.state.co.us/efiling)
- 3)  Pay the \$116 filing fee. Or,  
  
File a JDF 205 and 206 - Motion to Waive Fee.

### Step 4 - Hearing (*Both Parents*)

- 1)  Attend the Hearing.
- 2)  The Court will make a written decision.

## 3. Common Terms

Petitioner/Plaintiff	The parent who started the case in the other state.
Respondent/Defendant /Co-Petitioner	The responding parent in the other state's case.
Child Custody Determination	A court order that determines how decisions are made for the child and outlines any visitation schedules.
Process Server	Someone (not you) who delivers court paperwork. This service of process lets a person know they are officially part of the case.
Certified Copy	An official copy of a court document that verifies its authenticity.
Case Caption	The boxes at the top of the form. It contains the court's address, parties' names, the filer's contact information, and the case number.

#### 4. Fees

Petition*	\$166.00
Objection*	\$116.00
Motion to Amend*	\$105.00
Certification Fee	\$20.00
Efiling Fee <sup>+</sup>	\$12.00 per submission.

\* To request a fee waiver, mail or file at the courthouse:

JDF 205 - Motion to Waive Fees.

JDF 206 - Proposed Order (only fill-in the **case caption**).

+ At this time, efilings fees cannot be waived.

#### 5. Forms

[JDF 98](#) - Affidavit of Service

[JDF 205](#) - Motion to Waive the Filing Fee (*Optional*)

[JDF 1000](#) - Case Information Sheet

[JDF 1241](#) - Petition to Register an Out-of-State Order (Expedited Enforcement)

[JDF 1242](#) - Order to Attend a Hearing

[JDF 1243](#) - Objection to the Petition

[JDF 1244](#) - Order re Confirmation of Custody Determination

#### 6. ADA Information

If you have a disability and need reasonable accommodation, please contact a local court

ADA Coordinator at [www.courts.state.co.us/Administration/HR/ADA/Coordinator\\_List.cfm](http://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.