



## How to Change or Restrict Parenting Time

### 1. Basic Information

- You must have an existing court order concerning parenting time.
- For Motions to Restrict Parenting time, check with the clerk's office for special procedures.
- Generally, you must wait two years to file another request to change who the child is with the majority of the time.
- See JDF 1407 i to request a change in the child's residence (big moves).
- Consider if your request change will modify child support. See JDF 1403 i for more info.
- If you file a motion the Court finds frivolous, groundless, or vexatious, you may have to pay the other parent's attorney fees and costs.
- The law that directs this process is C.R.S. § 14-10-129.

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## 2. Step-by-Step Guide

Terms defined on [page 3](#).

### Step 1: Starting Paperwork

- JDF 1406 – Motion to Modify Parenting Time**  
If the other parent disagrees with the change.
- JDF 1423 - Stipulation re Parenting Time Modification**  
If both parents agree to the change.
- JDF 1113 - Parenting Plan**  
Indicate if this is a full or partial parenting plan.
- JDF 1129 – Pretrial Statement.**  
Only needed for partial parenting plans.
- JDF 1424 - Order Re: Modification of Parenting Time**  
Just to the case caption.

### Step 2: Child Support Forms

If a change to child support is also needed, do:

- JDF 1111 – Sworn Financial Statement**
- JDF 1111 SS – Supplemental Financial Statement** (*if needed*).
- Child Support Worksheet**  
To calculate child support, visit:  
[www.courts.state.co.us/Forms/Forms\\_List.cfm?Form\\_Type\\_ID=94](http://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=94)
- JDF 1313 – Certificate of Service**  
Complete to indicate you have provided the other party with a copy of your completed Child Support Worksheet.

### Step 3: File

- 1) File with the District Court. **Web Tool:** [Court Finder](#)
- 2) Or, file online at [www.jbits.courts.state.co.us/efiling](http://www.jbits.courts.state.co.us/efiling).
- 3) Pay the filing fee. See [Fees section](#) for details.

### Step 4: Court Review

The Court will review the paperwork and may decide the request, require mediation, or schedule a hearing.

## 3. Common Terms

<b>Petitioner</b>	The parent who filed the case.
<b>Respondent</b>	The parent who first responded to the case.
<b>Stipulation</b>	Both parents agree to the request.
<b>Process Server</b>	Someone (not you) who delivers court paperwork. This service of process lets a person know they are officially part of the case and the next steps they need to take.
<b>Hearing Date</b>	The date you must appear in Court.

## 4. Fees

Motion *	\$105
Response +	\$116

\* A fee is required if is filed more than 60-days after the original order.

+ A fee is required if this is your 1<sup>st</sup> filing in the case. Or, if you request additional or different changes to the parenting plan (*counter motion*).

To Request a [Fee Waiver](#):

File the starting paperwork in-person or by mail, with:

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

## 5. All Forms

Forms available online at [www.courts.state.co.us/Forms/family](http://www.courts.state.co.us/Forms/family).

[JDF 1113](#) – Parenting Plan

[JDF 1129](#) – Pretrial Statement

[JDF 1406](#) – Motion to Modify/Restrict Parenting Time

[JDF 1423](#) – Stipulation Regarding Parenting Time Modification

[JDF 1424](#) – Order re: Modification/Restriction to Parenting Time

## 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](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.