

DISTRICT COURT, EL PASO COUNTY, COLORADO 270 S Tejon St Colorado Springs, CO 80903 (719) 452-5444	<p style="text-align: center;">▲ COURT USE ONLY ▲ □</p> <hr/>
IN RE THE MARRIAGE OF: Petitioner: and Co-Petitioner/Respondent:	Case Number: Division: 2 Courtroom: W250
DIVISION 2 CASE MANAGEMENT ORDER (DISSOLUTION/LEGAL SEPARATION FINAL ORDERS) EFFECTIVE JUNE 1, 2026	

A HEARING has been scheduled on June 9, 2026 at 8:30 a.m. for a period of 2 hours and 20 minutes, with each side receiving equal time to present and defend their respective cases. A 15-minute Pretrial Conference has been scheduled on **May 11, 2026 at 1:30 p.m.** This is to ensure parties are properly prepared and that the Court receives all the information necessary to make proper decisions, the parties are following deadlines and orders, and procedures for the hearing are established.

This Case Management Order supersedes any previous order of the Court, to the extent the previous order is inconsistent with this Order. These deadlines and procedures may be revised only by further order of the Court, upon good cause shown.

Parties and counsel must comply with all deadlines contained in Rule 16.2 of the Colorado Rules of Civil Procedure.

Good faith mediation shall be completed prior to the scheduled Pretrial Conference **unless previously ordered otherwise.**

IF YOUR CASE INVOLVES CHILDREN: If your case proceeds to a contested hearing regarding allocating parental responsibility of your minor children, please note the additional expectations of parties and counsel as follows:

- a. Counsel and parties shall conduct themselves in a manner during the hearing that does not increase the conflict between the parents. All parties and counsel should be mindful of the need for the parties to work together and co-parent with each other often long after involvement with attorneys and the Court.
- b. Be prepared to explain what parenting plan is in the best interest of your minor child/ren and why. This includes what specific days and times each parent should have parenting time during the regular year (i.e. school year), the summer and specific holidays. It also includes where exchanges should occur for that parenting time.

- c. If you have a proposed parenting plan, please submit it as an Exhibit. If there are one or two attorneys in a matter, the parties are encouraged to file a single Parenting Time Plan highlighting which areas remain in dispute and each parties' proposed language for each disputed section.

Pretrial Conference:

There will be multiple cases set at the same time. There will be a group review of the process and procedures and then cases will be called individually. Attorney cases will have priority. If there are attorneys on both sides of the matter and those attorneys have appeared before this Court (Judge Cano) for a PTC, and there are no outstanding issues, the attorneys may file a Stipulation to waive that appearance acknowledging that they are aware of the process and procedures, agree to adhere to them and there are no outstanding issues. It must be filed seven (7) days before the PTC and signed by both attorneys.

The judge will discuss the procedures and issues in preparation for your Hearing. You should be prepared to discuss with the judge your settlement efforts, as well as any issues concerning discovery, disclosures, documents, financial information, witnesses, or exhibits, and any other issues related to your Hearing. If there are two attorneys or an LLP involved in your case, any discovery issues should be discussed via telephone *prior to* the conference so all parties are on notice and prepared to discuss the same.

Failure to appear for the Pretrial Conference will result in the Final Orders Hearing being vacated.

All Pretrial Conferences will be held via WebEx *video conferencing*. (Parties who are represented by counsel may attend but are not required to.) This is done with the intention of making the most efficient use of the time of the parties and counsel and to provide access to the Court for parties who have difficulty attending in person. Any party or counsel is welcome to attend in person if that is preferable. **Do not attempt to attend any hearing by telephone, or by simply "calling in" to Webex.** You must appear via video.

Webex Information: Webex Info: Meeting Number (Access Code) | 2597 133 1348

<https://judicial.webex.com/meet/d04-cspg-div2>

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Exchange of Trial Exhibits

If there are attorneys on both sides of the matter, 10 days prior to trial, the parties shall exchange a preliminary list and copy of exhibits along with a preliminary draft of the Trial Management Certificate.

All final exhibits shall be exchanged and filed with the Court no later than **7 days** before the hearing date. The failure to do so may result in any late-disclosed exhibits being excluded from evidence at the Hearing. The only exception is that parties may update their marital spreadsheet, joint parenting plan, child support and maintenance worksheets no later than **3 days** prior to the hearing if changes are needed after receiving the other party's exhibits. No later than **3 days** prior to the trial, parties and attorneys shall meet and confer on all exhibits and be prepared to provide stipulations to any exhibits at the beginning of the hearing (preferred form is a written stipulation).

If an attorney is representing a party and division of marital property is in dispute, a marital spreadsheet is required to be filed with the Court and a version that is editable must be emailed to the Clerk for Division 2. It is the Court's preference that parties use the same format for a marital spreadsheet and have assets and debts listed in the same order. Disputed Values should be easily identified.

If you are requesting child support or maintenance (spousal support), proposed worksheets must be filed with the Court.

Parties are encouraged to sign up for e-filing for non-attorneys to file documents with the Court and have instant, digital access to the court file if you have not done so already, here is the link to do so: <https://www.coloradojudicial.gov/e-filing-non-attorneys>

Trial Management Certificate Rule 16.2 (h)

Trial Management Certificates ("TMC") shall be filed with the Court no less than 7 days before the hearing date. If at least one party is represented by counsel, counsel shall file a Joint TMC by this date, including the positions of both parties.

If neither party is represented by counsel, each party shall separately file a Pro Se Pre-Trial Statement (Form JDF 1129). These filings shall set out the disputed issues, that party's witnesses and exhibits, updated Sworn Financial Statements, any agreements that the parties have made and, if children are involved in the case, a Child Support Worksheet and a Parenting Plan Proposal. This statement and all attachments must also be sent to the other side by this date. Any witnesses or exhibits not disclosed in the TMC or Pro Se Pre-Trial Statement will not be allowed at the hearing.

The Joint TMC is limited to fifteen (15) pages exclusive of the Header, Signature lines, and Certificate of Service, with each party receiving equal space. The TMC shall be formatted consistent with C.R.C.P. 10(d)(2). TMCs that fail to comply with this Order will be rejected. If there are Stipulations to facts, division of specific property, allocation of parental responsibilities, support, or exhibits, attach that separately to the JTMC outlining those agreements and it will not count against the 15 pages.

Disclosures of Witnesses, Written Discovery Deadline, Expert Reports are all due pursuant to C.R.C.P. Rule 16.2(e)(3), 16.2(f)(5), and 16.2(g)(5).

Hearing

Hearings are held in person unless otherwise ordered. Specific requests for hearings by WebEx require a Motion.

On this date, you will have the opportunity to present evidence, testify and advocate for your position on the issues that you want the Judge to decide. You must have all your evidence, witnesses, and exhibits prepared to present to the Judge on this date. You should be prepared to explain to the Judge specifically what you are asking for and to present evidence (testimony and/or exhibits) that support your position.

You are responsible for bringing **four** sets of your exhibits, in hard copy, to court (1 for you, 1 for the other party, 1 for the witness, and 1 for the Judge). Petitioner is to label each exhibit with numbers, Respondent with letters. In addition, each page of each exhibit must be numbered. **If all exhibits have been electronically filed, a Judge's copy is not required.** Please label your exhibits when electronically filed, example "Exhibit A-Petitioner's Sworn Financial Statement".

Pursuant to C.R.E. 615 the sequestration of witnesses is ordered for all testimony at the hearing and potential witnesses shall not be present or within earshot for the testimony of other witnesses, nor discuss their testimony with any potential witness.

No Written Discovery Motions:

This Court will not accept any written motions concerning discovery disputes between the parties. **The Court expects the parties to engage in meaningful efforts to resolve any disputes concerning discovery on their own.** The Court expects you to speak with each other directly (either through lawyers, or by yourselves if you are unrepresented) to try to reach an agreement before you contact the Court. If you are truly unable to reach an agreement, you may contact the Court clerk to set a forthwith status conference to resolve the issue. No later than three days before the status conference, each party shall file a short statement (no more than 2 pages) describing the disputed issues and that party's position. You may attach relevant materials to your filing.

Self-Represented Parties:

If you have elected to represent yourself in this proceeding, you must keep in mind that you will be held to the same rigorous standards as an attorney. Assistance can be obtained from the Family Court Facilitators by calling 719-452-5104 or by going to the Self-Help Center in Room S116 at the El Paso County Combined courts. General information is also available at the Colorado Legal Help Center website, www.coloradolegalhelpcenter.us. There are also private attorneys, LLPs and unbundled legal services offered by many in the 4th Judicial District boundaries. The Court and its staff cannot represent your legal interest, provide any legal advice, or answer any legal questions. It is essential that you take full responsibility to be prepared to present you and your child(ren)'s best interests at the hearing.

At the end of this Management Order, a document is provided regarding introducing exhibits in Court, laying a foundation, and objections. Please review it, practice before you come to Court and bring that document with you to the hearing to use as a reference.

Duty to Confer on All Motions (also with Self-Represented Parties):

As of January 1, 2018, C.R.C.P. 121 §1-15(8) requires that all motions *shall*, at the beginning, contain a certification that the movant in good faith has conferred with opposing

counsel and any self-represented parties about the motion. If the relief sought by the motion has been agreed to by the parties or will not be opposed, the Court shall be so advised in the motion. If no conferral has occurred, the reason why, including all efforts to confer, shall be stated.

Expectations to Confer in Good Faith:

- a. Parties/ counsel shall make every effort to have an actual conversation about disputed issues in a good faith attempt to resolve disputes before filing a motion with the Court. If not possible, provide details of your efforts to confer in your Rule 121 certification.

GOOD FAITH CONFERRAL IS NOT (not an exhaustive list, just some examples):

- a. Emailing or leaving a phone message opposing party or counsel and filing your motion without awaiting a reasonable time for a response to your email. Generally, less than 24 hours is not a reasonable time.
- b. Sending opposing party or counsel a copy of your motion indicating you will file said motion by a specific deadline if no response is received.

Motions for Virtual Appearance:

Any party wishing to appear virtually, or to present the testimony of any witness virtually, must file a Motion for Absentee Testimony and Order for Absentee Testimony (Forms JDF 1309 and 1310), pursuant to C.R.C.P. 43(i) as soon as the need for absentee testimony becomes known. The motion must comply with the requirements of Rule 43 by setting forth (a) the reasons for allowing such testimony, (b) a detailed description of the proposed testimony, and (c) attaching copies of all documents which will be referred to in the testimony. *(If a witness will testify by an international phone call at the hearing, the party must provide a pre-paid calling card to make a call from the courtroom on the day of the hearing.)*

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Sanctions:

If any party fails to comply with the rules and deadlines, the Court may impose a sanction/punishment against that party and/or his or her attorney. The sanction may include vacating the hearing, excluding any witness or exhibit that was not disclosed, payment of attorney fees and costs, dismissal of the case—requiring the parties to restart from the beginning and pay new filing/service fees, or other sanctions that the Court finds proper. (Rule 16.2 (j)).

Civility and Respect:

The Court recognizes how difficult these proceedings can be, especially when cases proceed to contested hearings regarding issues very personal to the parties. However, the Parties are to behave with civility and treat the Court, the participants, and each other with respect at all times during the proceedings. Rudeness, *ad hominem* comments, or general disrespect by any participant will not be tolerated.

The Court may consider the conduct and demeanor of the parties and witnesses when evaluating credibility of a party or witness. Parties shall not argue with one another in open court. Attorneys shall not argue with each other or with the parties in open court. All hearings are recorded so counsel and parties must be careful to take turns speaking such that a good record of the proceedings may be maintained.

**FAILURE TO COMPLY WITH THIS ORDER MAY RESULT IN YOUR HEARING
DATE BEING VACATED IN ADDITION TO OTHER POSSIBLE SANCTIONS.**

SO ORDERED June 4, 2026.

BY THE COURT:



Amy P. Cullen Cano
District Court Judge