JDF 1500

How to
Establish Someone as a Parent

1. Basic Information

- This process asks the court to determine if you, or someone else, is the child's other legal parent.
- The Court can also establish a parenting plan *(allocate decision making responsibilities and set parenting times)* and assign child support.
- The law that directs this process is C.R.S. §§ 19-4-105 and 26-13-101.
- You normally start the case in:
    1) The county where the child or other alleged parent reside.
    2) A County that provides public assistance on behalf of the child. Or,
    3) For a deceased alleged parent, the county where the probate proceedings were filed.
- This process isn't for everyone. See JDF 1513 if you want to start a case to claim you are not the child's legal parent.

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2. Step-by-Step Guide

Terms defined on Pg.6.

Step 1 - Start the Case *(Petitioner)*

1) File the completed starting paperwork:

- ☐ JDF 1501 - Petition.
- ☐ JDF 1000 - Case Information Sheet.
- ☐ JDF 1502 - Summons. (Case caption only)
- ☐ JDF 1516 - Final Order. (Case caption only)

2) ☐ Pay the $268 filing fee. Or,

File JDF 205 and 206 - Motion to Waive Fee.

3) The Court will fill in a hearing date on the Summons and return that to you.

Step 2 - Formal Notification *(Petitioner)*

1) ☐ Give the starting paperwork to a process server.

- Someone must formally give a copy of the paperwork to each of the Respondents.
- You cannot be the one who completes service.
- Contact the Sheriff's office in the county where the Respondent lives. Or,
- Hire a process server.

2) ☐ The process server completes JDF 1502(b) - Return of Service.

3) ☐ File the Return of Service with the court.

Or - if the Respondent is willing to accept the Paperwork:

1) ☐ Have the Respondent fill out JDF 1502(a) - Waiver of Service.

2) ☐ File the Waiver of Service with the court.

Step 3 - Response *(Respondents)*

1) Complete the form the fits the situation:

☐ File JDF 1315 - Response. (Use if you deny being a parent).

Next: Review Section 3 below and request genetic testing.

Or

☐ File JDF 1504 - Admission. (Use if you admit being a parent).

Note: With this option, you waive your right to have genetic testing done as part of this case.

Sign: A notary or court clerk must witness your signature.

2) Mail the original form to the Court **as soon as possible** or bring it with you to the hearing.

3) Mail a copy of the form to the other parties or give them a copy at the hearing.

4) ☐ Pay the filing fee. Or,

File JDF 205 and 206 - Motion to Waive Fee.

Step 4 - Hearing on Parentage *(All Parties)*

1) ☐ Attend the Hearing. The date and time are on the Summons.

3. Genetic Testing

Either party has the right to request an order for genetic testing.

Step 1 - Schedule a Test

1) Find a laboratory that performs HLA or DNA testing. Check in the yellow pages under "paternity."

2) Schedule the test for at least a month out and pay any lab fees.

Helpful Hints



Questions to Ask the Lab:

1) What type of genetic testing is performed?
2) What are the costs for each test? Total costs?
3) What is the lab's address?
4) What types of I.D. are acceptable to show them when the parties come in for the test?

Step 2 - File a Motion

1) Complete the form the fits the situation:

If the other party **opposes** testing, file:

- ☐ JDF 1505 - Motion for Genetic Testing. And,
- ☐ JDF 1508 - Order for Genetic Testing.

If the other party **agrees** to the test, file:

- ☐ JDF 1506 - Agreement for Genetic Testing. And,
- ☐ JDF 1507 - Order for Genetic Testing by Agreement.

Step 3 - Complete genetic testing if ordered by the Court.

4. Parenting Plan

After the court determines who the legal parents are, it will go through a process to approve a parenting plan. Read the case management orders your Court issues for more information on this process.

Step 1 - More Forms *(All Parties)*

1) ☐ JDF 1111 SC - Sworn Financial Statement.

2) ☐ JDF 1113 - Parenting Plan.

3) ☐ Calculate Child Support.

3) ☐ JDF 117 - Support Order.

4) ☐ JDF 1129 - Pretrial Statement.

Note: Only needed if the parties can't agree to everything in the Parenting Plan.

5) ☐ JDF 1511 | 1512 - Motion to Appoint a GAL. *(Optional)*

Note: You may be responsible for paying the Guardian ad Litem's (a type of lawyer) fees if requested.

Step 2 - Common Additional Steps *(All Parties)*

1) ☐ Attend Mediation.

2) ☐ Attend a Parenting Class.

Step 3 - Attend the Parenting Plan Hearing *(All Parties)*

5. Common Terms

Petitioner	The (alleged) parent who started the case.
Respondent /Co-Petitioner	The responding (alleged) parents.
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.
Certified Copy	An official copy of a court document that verifies its authenticity.
Guardian ad Litem (GAL)	A lawyer appointed by the Court to independently represent a child's, or an adult if they are incapacitated, best interest. They are not bound to represent that person's preferences or wishes.
Parentage	The case type that establishes if someone is a legal parent to a child. Previously call paternity.
Parenting Plan	A document that sets up child support, determines how life decisions will be made for the child, and creates a parenting time schedule.
Process Server	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.

6. Fees

Petition*	$268.00
Response*	$222.00
Create a Certified Copy	$20.00
Genetic Testing	Varies *(not payable through or to the court)*
Guardian ad Litem	Varies

* To Request a Fee Waiver:

- ☐ JDF 205 - Motion to Waive Fees.
- ☐ JDF 206 - Order (case caption only).

7. All Forms *(In numerical order)*

www.coloradojudicial.gov

Parentage Forms

JDF 98 - Affidavit of Service

JDF 205 | JDF 206 - Motion | Order to Waive the Filing Fee *(Optional)*

JDF 1000 - Case Information Sheet

JDF 1315 - Response

JDF 1501 - Petition to Determine Parentage

JDF 1502 - Summons (for Parentage Cases)

JDF 1502(a) - Waiver of Service

JDF 1502(b) - Return of Service

JDF 1504 - Admission of Parentage

JDF 1505 - Motion for Genetic Testing

JDF 1506 - Agreement for Genetic Testing

JDF 1507 - Order for Genetic Testing by Agreement

JDF 1508 - Order for Genetic Testing

JDF 1511 - Motion for Appointment of Guardian ad Litem

JDF 1512 - Order for Appointment of Guardian ad Litem

JDF 1516 - Final Order for Parentage

Parenting Plan Forms

JDF 1111 - Sworn Financial Statement

JDF 1113 - Parenting Plan

JDF 1117 - Support Order

8. ADA Information

If you have a disability and need reasonable accommodations, contact a local court ADA Coordinator at www.coloradojudicial.gov/ada-coordinators

9. 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.