Appointed a Child and Family Investigator? Your First-Days Checklist

What to do first, and which Colorado deadlines start running.

Your dates

Date the order of appointment was signed: _____

Date of the CFI's disclosure (form JDF 1338): _____

Hearing or trial date: _____

The first two days

1. **Read the order of appointment.** The order (form JDF 1318) sets the questions the CFI investigates and the scope of the work. Write down the date it was signed.

2. **Look up the investigator.** Check the credential type, whether the roster lists the person as accepting cases, state-paid or private-pay, and the judicial districts the person is rostered for. The firm's directory is at longmont.law/cfi-directory.html.

3. **Find out who pays.** For a privately paid CFI the presumptive cap is $3,309 for the investigation and report, plus a presumptive $500 for testimony and preparation, for appointments made after August 26, 2026. If a party is found indigent, the state can pay under CJD 04-05.

4. **Put the dates on a calendar.** The free deadline calculator is at longmont.law/cfi-deadline-calculator.html.

The deadlines at a glance

1. **Disclosure, within 7 days of the appointment.** The CFI discloses any familial, financial or social relationship with the child, the parties, the attorneys of record or the judicial officer (form JDF 1338; C.R.S. § 14-10-116.5(2.5)(a)).

2. **Objection, 7 days from the date of the disclosure.** The clock runs from the date of the disclosure, not the day you read it, and the objection rests on information in the disclosure.

3. **The court's response, within 7 days after an objection.** The court appoints a different person or confirms. If no party timely objects, the appointment is deemed confirmed.

4. **The report, as the order sets,** or at least 35 days before the hearing if the order sets no date.

5. **The file, on written request,** after the report is filed and before the hearing.

6. **After the appointment ends,** request preliminary findings within 60 days and file any complaint within six months.

Mistakes to avoid

• Waiting out the 7-day window. It is short and it starts on the date of the disclosure.

• Treating disagreement with a later recommendation as grounds for the early objection. That objection rests on the CFI's disclosed relationships, an actual conflict of interest, or an appearance of impropriety.

• Treating a recommendation as an order. Only the judge orders, after considering the entire report and any testimony.

• Forgetting to ask for the file in writing.

Sources: Chief Justice Directive 04-08, as amended effective August 26, 2026; C.R.S. § 14-10-116.5. General information, not legal advice; rules change, so confirm against your own order of appointment. Attorney Liken is a court-rostered CFI and offers a free 20-minute call. Booking a call or contacting the firm does not create an attorney-client relationship, so please do not send confidential case details until the firm confirms in writing that it represents you. The firm does not endorse any investigator.

The Longmont Law Firm, LLC, 1601 29th St. Suite 1292, Boulder, CO 80301. Office telephone 303-406-2791 · Office fax 720-713-7147.