18th and (soon to be) 23rd Judicial District

PROBATE COURT

Court Visitor Program  
Application

# **BASIC INFORMATION**

Name:

Address:

Contact Information:

Work Phone Number:

Cell Phone Number:

Home Phone Number:

Email\*:

*\*Court Visitors must have access to email as all assignments and correspondence are communicated via email.*

# **EDUCATION AND EXPERIENCE**

Highest grade completed:

Did you attend University/College?  Yes  No

Name of University/College:

Major Field of Study:

Minor Field of Study:

Degree Awarded and Year of Graduation:

Please describe your experience and qualifications to be a Court Visitor:

Has a complaint ever been brought against you, have you been disciplined, or is any such action pending?  Yes  NoIf yes, please explain. (Attach additional sheets, as needed).

Please describe your computer experience. Court Visitors must be able to type, create documents on Microsoft Word, and navigate the internet:

List language skills (other than English) that you have and your level of proficiency in each:

Date available to begin work:

Please indicate how many cases you are available to accept and any limitations you may have:

Are you able to accept and complete an assignment within 21 days of appointment?  Yes  No

Are you able to accept and complete an emergency assignment within 14 days of appointment?

Yes  No

There are multiple counties in our District(s). Please check the court locations you can take assignments from:

Arapahoe County

Douglas County

Elbert County

Lincoln County

Have you completed the Court Visitor Training provided by SCAO?  Yes  No

# **COURT VISITOR EXPECTATIONS**

1. Maintain a private and personal email account.
2. Possess the knowledge and skills to use Microsoft Office.
3. Possess the knowledge and skills to use and access the internet, including accessing websites, downloading documents, and streaming video and/or audio content, and utilizing virtual technology such as Zoom, Google Meet, Teams, Webex, etc.
4. Utilize the most recent JDF forms provided by the Colorado Judicial Branch.
5. Accept appointments without advance notice.
6. Inform court staff at least two weeks in advance, of any planned vacations or time(s) when appointments cannot be accepted.
7. Provide, in writing, notification of any pending criminal charges, criminal convictions, and civil restraining/protection orders issued against the court visitor within 5 days of occurrence.
8. Provide, in writing, notification of any change in address or phone number within 5 days.

I  **do**  **do not** acknowledge the court visitor expectations

Date completed:

# **SELF CERTIFICATION**

I believe that I am capable of handling any case to which I am appointed. Yes  No

I currently maintain a policy of professional liability insurance and will maintain such insurance throughout the duration of any appointments. I will provide to the Department a copy of my Certificate of Insurance upon request.  Yes  No

I  **am**  **am not** a current employee of the State of Colorado.

I  **am  am not** a retiree of the Public Employees Retirement Association (PERA).

I  **am  am not** a current employee of a PERA-affiliated employer (other than the State of Colorado)

I have attached my Resume and Cover Letter to this application?  Yes  No

 

Signature of applicant Date

**Submit applications and refer questions to:**

[Gina.parker@judicial.state.co.us](mailto:Gina.parker@judicial.state.co.us)

**and**

[Audrey.Smith@judicial.state.co.us](mailto:Audrey.Smith@judicial.state.co.us)

***Note: Separate lists will be created for the 18th and 23rd as of July 1, 2024. You will not need to reapply.***