**12th Judicial District**

Conservatorship For Adult

ALL JDF forms available at [www.courts.state.co.us](http://www.courts.state.co.us) : Forms 🡪 Guardian & Conservator

**STEP 1: INITIAL FILING**

|  |  |  |  |
| --- | --- | --- | --- |
| **X** | **PLEADINGS/ACTIONS** | **JDF #** | **ADDITIONAL INFORMATION** |
|  | Pay filing fee |  | May be able to have fee waived if qualify (use form JDF 205) |
|  | Petition for Appointment of Conservator – Adult | 876 |  |
|  | Acceptance of Office | 805 |  |
|  | Recent Doctor’s Letter |  |  |
|  | Credit report for proposed conservator |  | [www.equifax.com](http://www.equifax.com)  [www.experian.com](http://www.experian.com)  [www.transunion.com](http://www.transunion.com) |
|  | Criminal background check for proposed conservator |  | Colorado: [www.cbi.state.co.us](http://www.cbi.state.co.us) |
|  | Copy of Petitioner’s identification |  |  |

**STEP 2: PRE-HEARING**

|  |  |  |  |
| --- | --- | --- | --- |
| **X** | **PLEADINGS/ACTIONS** | **JDF #** | **ADDITIONAL INFORMATION** |
|  | Court Visitor is appointed, conducts interviews, and files report | 809  810 | (done by the Court)  $200 visitor’s fee must be paid by Petitioner or can apply for state pay if eligible |
|  | Call the Court to Set Hearing Date |  | Call Probate Registrar (Bandy Lucero) at 719-657-3394 |
|  | Notice to Respondent with Personal Service Affidavit | 807 | File the completed form with the Court before the hearing date. Must be served **at least 14 days** before the hearing. |
|  | Notice to Interested Persons | 806 | File the completed form with the Court before the hearing date. You must give all interested persons notice **at least 14 days** before the hearing. |
|  | Waiver of Notice | 719 | May be completed by any interested person (except the Respondent) who wishes to waive notice of any hearings or matters before the Court. |
|  | Affidavit Regarding Due Diligence and Proof of Publication | 714 | Necessary only if cannot locate an interested person in order to send him/her the required Notice to Interested Persons |
|  | Notice of Hearing by Publication | 716 | If necessary—see above |
|  | Irrevocable Power of Attorney | 721 | Out of state Conservators only |

**STEP 3: HEARING**

|  |  |  |  |
| --- | --- | --- | --- |
| **X** | **PLEADINGS/ACTIONS** | **JDF #** | **ADDITIONAL INFORMATION** |
|  | Petitioner and Respondent must be present at the hearing. |  | If the Respondent cannot attend the hearing for medical or other reasons, Petitioner must file a Motion to Excuse the Respondent and attach appropriate documentation to support the motion, such as a physician’s letter. |

**STEP 4: AFTER THE HEARING (if Conservator is appointed)**

|  |  |  |  |
| --- | --- | --- | --- |
| **X** | **PLEADINGS/ACTIONS** | **JDF #** | **ADDITIONAL INFORMATION** |
|  | Acknowledgment of Responsibilities | 800 | Letters of Conservatorship will not be issued until this document is signed and returned to the court. |
|  | Court will issue Order Appointing Conservator |  |  |
|  | Court will issue Letters of Conservatorship | 880 | Certified Letters may be obtained for $20.75 each |
|  | Conservator’s Inventory with Financial Plan and Motion for Approval | 882  883 | Inventory with Financial Plan: Due 90 days after appointment. Complete only the caption on the Order Regarding Conservator’s Financial Plan |
|  | Conservator’s Report | 885 | File annually according to dates provided in the Order Appointing Conservator |
|  | Notice of Appointment of Conservator | 812 | File with the Court after service to the protected person and interested persons. Due within 30 days after appointment. |

For questions regarding this document or any of the actions/forms described above, contact:

**These standard checklists are for informational purposes only and do not constitute legal advice about your case. There may be exceptions to the information provided on this form. Please consult with an attorney if you have specific questions about the Decedent’s estate. If you choose to represent yourself, you are bound by the same rules and procedures as you would be if you were an attorney.**

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**12th Judicial District Probate Registrar**

Bandy Lucero

Telephone: (719) 657-3394

**12th Judicial District Self-Help Coordinator**

Kaylene Guymon

Telephone: (719) 589-7621

Email: 12SelfHelp@judicial.state.co.us