

PUBLIC ADMINISTRATOR STATEMENT OF ACCOUNTS

GENERAL INFORMATION - §15-12-619

- A Public Administrator is a qualified elector over 21 years of age, appointed by the judicial district or probate court.
- Unless authorized by the appointing court, the Public Administrator must remain a resident of or maintain a principal place of business in the judicial district in which the appointee is to act as a public administrator.
- A Public Administrator may also be appointed as a fiduciary in other cases in any judicial district.
- A Public Administrator shall not be considered an employee of either the state of Colorado or of the judicial district or the city or the county in which such person has been appointed.
- A Public Administrator may act as a Conservator, Temporary Conservator, Special Conservator, Trustee, or other fiduciary of any estate that has assets requiring protection.

PUBLIC ADMINISTRATOR STATEMENTS - §15-12-623, C.R.S.

- Public Administrator Statements of account in small estates, as “small estates” is defined in section 15-12-1201, C.R.S.
- The filing fee is waived for Public Administrator Statements with gross assets of less than \$500.
- A filing fee is required for Public Administrator Statements with gross assets of \$500 or more.
- The receipting codes are as follows for gross assets of \$500 or more:
 - **PRPA** - \$500 or more but less than \$2,000
 - **PRPB** - \$2,000 or more

COURT PROCEDURE

- Assign a **PR** case number.
 - Public Administrators **must** file a **separate** Public Administrator’s Statement for **each** decedent’s small estate;
 - A **separate** case number **must** be assigned to **each** Public Administrator’s Statement filed.
- Case Type and Originating Event Code
 - Enter case type as **PX** – Public Administration
 - Enter **VSPA** – Verified Statement by Public Administrator as the originating event.
- Party Type
 - Enter party type **DEC** for Decedent
 - Enter party type **PAD** for Public Administrator/Deputy Public Administrator
- Event Codes
 - Enter **ESTV** – Estate Value Code. (See JRM Section – ESTV – Estate Value for proper entry.)
 - Enter **CLAD** – Case Closed, no further action required.