

**Public Administrator's Statement**  
**PUBLIC ADMINISTRATOR STATEMENT OF ACCOUNTS**

**4. GENERAL INFORMATION - §15-12-619, 623, C.R.S.**

- ~~• A Public Administrator is a county official who handles the affairs of someone who has died or at times may assume similar duties of someone who is living to assist in the managing of their estate. This appointment is usually made when there is no known relative or friend.~~
  - ~~• A Public Administrator may act as a Conservator, Temporary Conservator, Special Conservator, Trustee, or other fiduciary of any estate that has assets requiring protection.~~
  - 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.
- Public Administrator is a 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.**

- ~~Filing fee is required. See Probate Section of Fees. The filing fee for small estates pursuant to §15-12-1201, C.R.S.~~
- ~~A docket fee is charged in all other decedent, trust, or conservatorship estates filed by the Public Administrator. Public Administrator Statements of account in small estates, as "small estates" is defined in section 15-12-1201, C.R.S. as shown in the below table.~~
- 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

See the Multiple Fee Receipt Table for the breakdown of the filing fee.

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**4. COURT PROCEDURE**

- ~~Public administrator statement is filed and Assign a PR case number assigned.~~
  - ~~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
  - ~~Assign a PR case number.~~
  - Enter case type as **PX** – Public Administration
  - Enter **VSPA** – Verified Statement by Public Administrator as the originating event ~~unless the party filed a Motion to file In Forma Pauperis, then MIFP becomes the originating event and VSPA is entered as an event.~~
- ~~Receipt filing fee.~~
- ~~Case is then closed without further action~~ Party Type
  - Enter party type **DEC** for Decedent ~~event code CLAD.~~
  - 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.

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