

TESTATE - FORMAL

TESTATE FORMAL PROCEEDINGS FORMAL PROBATE OF WILL AND APPOINTMENT OF PERSONAL REPRESENTATIVE (WITH WILL AFTER NOTICE AND HEARING)

GENERAL INFORMATION - §15-12-401, C.R.S. et. seq.

- Petition for Formal Probate of Will and Formal Appointment of Personal Representative is a request for the court to adjudicate the priority or qualification of one who is seeking appointment as personal representative, that a purported testamentary document is the will of the decedent, and the heirs of the decedent.
- Formal testacy proceeding is the process by which a person is appointed by the court, after notice and hearing and granted authority to administer an estate for the decedent who left a will.
- The petition can be filed by an interested person. In this context, interested persons include heirs, devisees, creditors, and any others having a property right in or claim against the estate of a decedent that may be affected by the proceeding. It also includes persons having priority to be appointed as personal representative. See §15-10-201(27), C.R.S.
- The petition should be filed in the county where the decedent was a resident at the time of death or, if decedent did not reside in Colorado, in the county where assets are located.
- At least 120 hours must have passed from date of death before appointment of personal representative may be made.
- Petition for Formal Probate of Will and Formal Appointment of Personal Representative may request that the court set aside or confirm a prior informal order.
- Petition may request admission of a will to formal probate without appointment of a personal representative. See §15-12-401(2), C.R.S.
- No bond is required unless ordered by the court. See §15-12-603, C.R.S. and §15-12-605, C.R.S.
- Filing fee is required.

ESTABLISH CASE VIA ECLIPSE OR jPOD. (Either enter the codes or verify that the attorney selected the correct codes.)

- Check probate misc. index to determine if a lodged or deposited will exists.

Case filed by a self-represented litigant (non-attorney):

- Check name index to determine if a decedent estate case exists.
- If a decedent estate case exists **within your court** accept the Petition, file it in the existing case, inform the party of the case number and that the Petition will be filed in the existing case.
- No filing fee is required.
- Do **NOT** issue Letters.
- Consult with the judicial officer assigned to the case on how to proceed. (That can be done once the Petition is uploaded into jPOD.)
- Also, check if a guardianship and/or conservatorship case exists **within your court**.
- If one exists, relate the decedent estate case to the guardianship/conservatorship case.
- Do a statewide search (SWI) to determine if a decedent case exists **in another court location**. **NOTE:** This does not need to be done at the front counter. It can be done when the case is opened/uploaded into Eclipse/jPOD.
- If a decedent estate case exists **in another court location** accept the Petition.
- Filing fee is required.
- Do **NOT** issue Letters.
- Consult the judicial officer assigned to the case on how to proceed.
- Also, check if a guardianship and/or conservatorship case exists **in another court location**.
- **NOTE:** If a case exists in another court location, be sure to note the other court's location, case number and if the case is a decedent estate, guardianship and/or conservatorship. This can be done with comments in the PTFW code, MINO, etc.

Case filed by electronically – by an attorney:

- Check name index to determine if a decedent estate case exists.
- If a decedent estate case exists **within your court** reject the pleading with a note to the attorney informing them they may file their Petition in the existing case. Provide them with the case number. **NOTE:** Follow your local policy regarding adding the attorney to the existing case so that they can file into that case.
- Also, check if a guardianship and/or conservatorship case exists **within your court**

- If one exists, relate the decedent estate case to the guardianship/conservatorship case.
- Do a statewide search (SWI) to determine if a decedent case exists **in another court location**.
- If a decedent estate case exists **in another court location** accept the Petition.
- Filing fee is required.
- Do **NOT** issue Letters.
- Consult the judicial officer assigned to the case on how to proceed.
- Also, check if a guardianship and/or conservatorship case exists **in another court location**.
- **NOTE:** If a case exists in another court location, be sure to not the other court's location, case number and if the case is a decedent estate, guardianship and/or conservatorship. This can be done with comments in the PTFW code, MINO, etc.

OPEN NEW CASE

- Assign a **PR** case number.
- Enter case type as **TF** - Testate Formal.
- Enter event code **PTFW** - Petition Formal Probate of Will & Formal Appointment of Personal Representative – JDF 920 as the originating event, unless the party filed a Motion to File In Forma Pauperis. Then **MIFP** becomes the originating event and **PTFW** is entered as an event.
 - **NOTE:** The original will or an authenticated (certified) copy of the will probated in another state is to be filed with the petition unless it is already on file with the court (lodged or deposited).
- Enter party information with name, address, phone and e-mail address. (Decedent address information not required).
 - **PET** - Petitioner. If co-petitioners, enter **PET**.
 - **DEC** - Decedent (include all a/k/a's).
 - **PAD** – Public Administrator and Deputy Public Administrator. (Enter **PAD** even if it is the Public Administrator/Deputy Public Administrator filing the Petition and/or is the Nominee.)
 - **NOM** - Nominee. (If the nominee is not the petitioner or co-petitioner).
 - **HER** - Heirs/Devisees.
 - **OTH** – Other Interested Persons/Parties.
- Enter additional documents as follows:
- **RENO** - Renunciation and/or Nomination of Personal Representative - JDF 912 may be filed by any person with equal or greater priority for appointment who is not asking to be appointed as the personal representative. (Unlike informal proceedings, the renunciation is optional because the person will be given notice of hearing.) Relate the event to the party.

- **ACPT** - Acceptance of Appointment - JDF 911. One is required from each nominated personal representative. Relate the event to the party accepting the appointment.
- **IPOA** - Irrevocable Power of Attorney - JDF 721 is filed by each personal representative who is a **nonresident of Colorado** pursuant to C.R.P.P. 26. Relate event to the party.
- **WILL** - Last Will and Testament. (Codicils are entered separately.) **A copy of a lost Will cannot be admitted without an evidentiary hearing.**
- **CDCL** – Codicil.
- **WAIV** - Waiver of Notice - JDF 719 may be filed by any interested person. Relate event to the party.
- **NOTC** - Notice of Hearing - JDF 711 or Notice of Non-Appearance Hearing Pursuant to C.R.P.P 8.8 - JDF 712. Notice must be given at least 14 days before hearing to interested persons, including the surviving spouse, children and other heirs of the decedent, devisees, the personal representative nominated in the will offered for probate, and any currently acting personal representative whose appointment has not been terminated. See §15-10-401, C.R.S. and C.R.P.P. 8.8. If notice is given by certified mail, return receipts should be filed.
- Enter scheduled event, as appropriate.
- **HFPR** - Formal Estate Hearing or **REVD** - Nonappearance Hearing.

REVIEW CASE

- The petition must list decedent's spouse, children and other heirs, devisees and executors named in any will that is being or has been probated or offered for probate in the county or elsewhere, and any personal representative whose appointment has not been terminated. See §15-12-403, C.R.S for contents of petition.
- Whenever it appears that there is an unknown heir or that the address of any heir or devisee is unknown, the personal representative shall promptly notify the Attorney General. See C.R.P.P. 17. For such persons, the petition should also reflect this information.
 - Published Notice of Hearing must be given to interested persons whose names or addresses are unknown. An Affidavit Regarding Due Diligence and Proof of Publication - JDF 714, along with an affidavit from the newspaper, must be filed with the court.
 - Enter event **PRFP** - Proof of Publication and event **AFFI** - Affidavit.

ADMITTING WILL, APPOINT PERSONAL REPRESENTATIVE AND ISSUE LETTERS

- The will is admitted to probate and the personal representative is appointed by the court, or by the registrar (if that is your local practice) when the registrar is satisfied that the requirements of §15-12-303, C.R.S. are met.

- Order Admitting Will to Formal Probate and Formal Appointment of Personal Representative - [JDF 921](#) is signed.
- Enter event **ORFM** – Order Admitting Will to Formal Probate & Appointment of Personal Representative.
- Letters Testamentary - JDF 915 is issued as evidence of appointment and is proof of the personal representative's authority to act.
 - Certified copies are required for most transactions that are conducted by the personal representative on behalf of the estate.
 - Most institutions require the certification date be no more than 60 to 90 days old.
- Enter event **LTRI** - Letters issued.
- Update party information, as appropriate.
 - Enter PRR – Party Role for the individual(s) appointed as the personal representative/co-personal representative.
 - Do not change the party types. They are to remain as originally entered.
- Enter event **CLAD** - Closed, upon the appointment of the personal representative.
- Enter scheduled event.
 - **REVW**. Set for 3-year review. See §15-12-1009, C.R.S.
 - If the registrar manages the review, enter judicial officer as 900000, time and room will be set by local policy.
 - If the division staff manages the review, enter time and room per local policy.

POST APPOINTMENT

- The personal representative must give information of his/her appointment to interested persons within 30 days of his/her appointment. The original Information of Appointment - JDF 940, with certificate of service completed, must be filed with the court. See §15-12-705, C.R.S.
- Enter event **INFA** – Information of Appointment
- A Notice to Creditors by Publication- JDF 943 must be published unless one year or more has elapsed since the death of the decedent. See §15-12-801, C.R.S.
- Enter event **NOTC** - Notice.
- Final date of claims should be entered on the **CCS** screen. The final date for claims is either four months from the date of the first publication or one year from the date of the decedent's death, whichever comes first.
- Proof of Publication should be filed after the notice to creditors has run in a local paper. (Proof of Publication is an affidavit by the editor and a copy of the notice that was published).
- Enter event **PRFP** - Proof of Publication.
- Within three months after appointment, the personal representative must prepare a Decedent's Estate Inventory - JDF 941. See §15-12-706, C.R.S. If filed with the court, enter the following code.
- Enter event **INVN** - Inventory.

- The personal representative may file an accounting - JDF 942. An accounting must be filed if there is a formal closing.
- Enter event **ACTG** - Accounting.

CLOSING ESTATE

- An estate may be closed.
 - Six months after appointment of personal representative if the last date to file claims has passed.
 - One year after date of death, if no Notice to Creditors was given.
 - By the court, if no activity has occurred within the previous three years.
 - See Closing Decedent's Estate Informally and §15-12-1003, C.R.S.
 - See Closing Decedent's Estate Formally and §15-12-1001, C.R.S.
 - See Closing Decedent's Estate – Estates not Closed After Three Years or More and §15-12-1009, C.R.S.