

STATE OF COLORADO
First Judicial District, Jefferson County

PROBATE INFORMATION

The Probate court is located at 100 Jefferson County Parkway, Golden, CO 80401. The Probate Registrar is in the Clerk of Court's office on the first floor. Office hours are 7:30 am to 4:30 pm, Monday through Friday. You may reach the Probate department at 303-271-6135. There are several types of cases.

Trust Registration Statement: When filing a Trust Registration Statement you need only to bring or mail the Trust Registration Statement, the filing fee of \$163.00 and a self-addressed, stamped envelope for the return of your receipt. Actual terms of the trust do not need to be filed with the court.

Deposited / Lodged Wills: We no longer accept Wills for deposit (safekeeping for living persons). Wills need to be lodged with the court within ten days after the testator's death or as soon thereafter as the death becomes known to the custodian of the Will.

Filing an Estate: When filing an estate for a deceased person, all necessary instructions and paperwork required to file are on our website (www.courts.state.co.us). Click on the "Forms" tab, click on Trusts, Estate, Wills, go to left and click on all Probate instructions and forms. The instructions will explain all the required JDF forms that need to be completed to file the estate. Come to the Probate office with the filing fee of \$164.00, the Original Will if there is one, and the names and addresses for all heirs. No appointment is necessary.

The newspapers used for publication in Jefferson County are the Jefferson Sentinel or Golden Transcript. If you would like to use the publication relay service on the "Notice to Creditors" you need to provide the original and two copies of the notice. Please leave the last date for claim blank. The Probate Registrar will relay the appropriate information to the paper. The fee for publication to the newspaper is \$55.00.

The Probate Registrar handles Adult Guardianship and Conservatorship cases. A physician's letter is necessary when filing either type of case. Filed separately, both types of cases require a \$164.00 filing fee each. Filed simultaneously, there would only be \$164.00 due. Probate also handles minor guardianship cases to assist with medical care and control of a minor child. All necessary instructions and paperwork can be located on our website (www.courts.state.co.us). Click on the "Forms" tab, drop down box click on Guardian & Conservator, go to left and click on all Probate instructions and forms. The instructions will explain all the required JDF forms that need to be completed to file the minor guardianship.

The fee for issuing Letters in any type of probate case is \$20.75 for each certified letter. If you provide the copies the charge will be \$20.00 per letter.

You need only file the original of all pleadings. No copy is necessary unless you want a date stamped copy of the pleading returned to you in your self-addressed, stamped envelope.

Mental Health cases are also handled by the Probate Registrar. There is no file fee, but the case must be filed by the county attorney's office or a medical professional.

Cash, check, Visa, Discover, and MasterCard are accepted forms of payments by the Clerk's office. Certain information contained in court files is protected by State and Federal statutes. You will be asked to show picture identification to look at a file. If you are not a party to the case, protected information may be removed from the file or redacted from documents. There may be a fee for this.