

Denver Probate Court 1437 Bannock Street Denver, Colorado 80202	<p style="text-align: center;">▲ COURT USE ONLY ▲</p>
ADMINISTRATIVE ORDER NO. 2020-03	
THIRD AMENDED ADMINISTRATIVE ORDER REGARDING COURT OPERATIONS UNDER COVID-19	

The Governor of the State of Colorado has declared a state of emergency regarding the spread of COVID-19, otherwise known as coronavirus. The Colorado Department of Public Health and Environment and the Centers for Disease Control have advised measures to slow and prevent the spread of COVID-19 to preserve the health of those who are at higher risk of complications from the virus. The Chief Justice of the Colorado Supreme Court has issued Orders suspending certain court operations and providing for the continued provision of other essential court services throughout the state. Included in the list of essential services are petitions for temporary extreme risk protection orders and hearings on extreme risk protection orders, petitions for appointment of an emergency guardian and/or special conservator and mental health proceedings, which the Denver Probate Court is constitutionally and statutorily mandated to provide to the public.

In his Order, the Chief Justice states "...it is the expectation that the Chief Judges of the various districts will make every effort to facilitate work from remote locations and to minimize or eliminate in-person proceedings and contact." The Presiding Judge for the Denver Probate Court has taken steps to implement measures to protect court staff and the public. As the administrative authority for the Denver Probate Court, the Presiding Judge hereby formalizes these emergency procedures and directs as follows:

1. Denver Probate Court staff who provide essential services are:
 - a. The presiding judge;
 - b. The magistrate;
 - c. The court executive/clerk of court;
 - d. Pro se assistance;
 - e. The registrar;
 - f. The specialist.

These positions are considered essential because they are the positions that are minimally necessary to maintain court services to the public. While some of these positions have the ability to work remotely, other positions require direct contact with the public. All essential positions are required to maintain the court's services to the public.

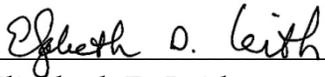
2. Court judicial assistants, the protective proceeding monitors, the law clerk, and the administrative office supervisor are necessary to provide support to those who serve in a position that provide an essential service, and to maintain on-going court operations.
3. To maintain court services, the Denver Probate Court will provide services to the public by rotating both essential and non-essential staff between the court and their homes as determined by the court executive and supervisors.
4. Denver Probate Court (DPC) staff will work remotely from their homes to the extent possible. The DPC will continue to accept efiled documents and does not anticipate any disruption to matters filed in this manner. Staff will continue to be available to accept in-person filings; however, filings by efileing or mail are preferred. All persons appearing at the court in person are **REQUIRED** to wear a facial mask when in the City and County Building at all times. **No person shall come to the court if they are ill or have a fever, cough, runny nose, sore throat, muscle aches, headache and fatigue or have any other respiratory or COVID-19 illness or symptoms.**
5. Matters currently scheduled on the docket for either the judge or the magistrate may be heard in person, by telephone or videoconference. Parties and counsel who wish to appear by telephone/video or continue hearings and have not already been contacted by court staff should efile a motion and call the court. Parties who are unable to file a motion by efileing should call the court. In all instances, parties and counsel must call and leave their message on **303-606-2473**. Remember to leave the case number, case name, name and telephone number of the person calling.
6. Language interpreters are only available by telephone for hearings at this time.
7. There is currently no disruption or delay to new filings for any case types. The Visitor will be appointed on protective proceedings and will file a status report should there be any delay based on an inability to interview the respondent. Visitors may be required to interview respondents virtually due to restrictions imposed by facilities as a result of the pandemic.

8. All mental health filings will continue to be accepted by filing through the mental health inbox (denverprobateMH@judicial.state.co.us). Mental health hearings shall be scheduled for hearing by telephone and/or videoconference if available. Respondent's counsel should attempt to confer with their clients by telephone in accordance with current health recommendations.
9. The Court will not order sheriff transport for any mental health hearing or medication administration in the community until the necessity for community or social distancing has passed, as determined by the health department and Governor. Sheriff transportation will be considered where extenuating circumstances are presented by motion to the Court.
10. Petitions for temporary and permanent extreme risk protection orders will continue to be accepted by paper filing, e filing, and be scheduled and heard either in person or by telephone and/or videoconference if available.
11. Applications and Petitions involving decedent's estate and trust matters will continue to be accepted by e filing and paper filing with no disruptions except as noted above.
12. Notices to Set all hearing types may continue to be filed. Hearings will be scheduled consistent with current health advisories, either in person or by telephone and/or videoconference. If an in-person hearing is requested, parties or counsel should advise the Court regarding how many people are expected to appear in person.
13. Scheduling matters for hearing without appearance pursuant to C.R.P.P. 24 continue with no changes to procedure.
14. Pro se services will continue to be provided by telephone and/or videoconference if available through Room 230 of the Denver City and County Building. **Unrepresented persons should remember they are NOT to come to the court if they are ill or have a fever, cough, runny nose, sore throat, muscle aches, headache and fatigue or have any other respiratory illness or COVID-19 symptoms.** Court personnel are available by telephone during business hours designated from 9:00 a.m. to 4:00 p.m. at **303-606-2502**.
15. Health precautions have been enacted by the Court that include wiping down frequent touch surfaces during each day; placement of spacing markers on the floor to assist with six foot distancing between customers; covering microphones; requiring face masks to be worn. Additional precautionary measures will be implemented as needed.

16. All persons entering the Denver City and County Building must wear a face mask or covering by order of the Mayor. Any person experiencing a fever, cough, runny nose, muscle aches, headache and fatigue, should not appear in person.
17. **EFFECTIVE DECEMBER 14, 2020 the Clerk's Office for the Denver Probate Court (Room 230) is accepting walk-in customers who wear facial masks and who are not ill for filing of all matters between the hours of 9:00 a.m. - 4:00 p.m. For emergency matters arising between 8:00 a.m. - 9:00 a.m. please call 303-606-2498.**
18. The process outlined in this Third Amended Administrative Order shall continue in effect until further notice.

We thank you for your patience and understanding in these trying times.

DONE this 18th day of December, 2020.



Elizabeth D. Leith
Presiding Judge
Denver Probate Court