



**SEVENTEENTH JUDICIAL DISTRICT, STATE OF COLORADO  
ADAMS AND BROOMFIELD COUNTIES**

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**TEMPORARY ADMINISTRATIVE ORDER REGARDING EMERGENCY  
AUTHORIZATION FOR THE PUBLIC ADMINISTRATOR'S OFFICE FOR THE  
SEVENTEENTH JUDICIAL DISTRICT TO REMAIN OPEN**

**ISSUED MARCH 27, 2020**

**TCJO 2020-05**

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Pursuant to the authority granted to Chief Judges in Chief Justice Directive 95-01 and in light of the public health risk posed by COVID-19 ("novel coronavirus") and the advisories and information circulated by the Centers for Disease Control, the Colorado Department of Public Health and Environment, and local public health departments recommending active steps to slow the spread of the virus and precautions to reduce the risk of exposure, the Court hereby finds and orders:

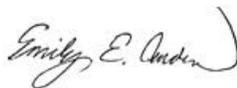
Effective March 30, 2020, the Court finds that the Public Administrator Katrina S. Jones, Esq., and the Deputy Public Administrators, Casey L. Williams, Esq., Nancy S. (Susie) Germany, Esq., and Charles E. (Chuck) Longtine, Esq. of the Seventeenth Judicial District, and the employees of their respective offices and contract vendors who provide legal and administrative support to the their offices, perform essential services on behalf of vulnerable residents of the Seventeenth Judicial District.

1. The Court hereby ORDERS that the Public Administrator's Office may remain open in the event of any governmental closure order restricting operation of business in Adams County and the City and County of Broomfield due to the Novel Coronavirus ("COVID-19").

2. The Public Administrator's Office may remain open to specifically address the essential functions of decedent estate administration, conservatorship administration for at-risk adults and minors, and to assist in the timely handling of remains of recently deceased residents of the Seventeenth Judicial District.
3. These essential functions include but are not limited to: (a) securing real and tangible property; (b) managing and liquidating assets to pay necessary expenses and creditors; (c) receiving mail and paying bills; (d) the disposition of remains by cremation, burial or donation; and (e) searching for family members of recently deceased citizens.
4. All duties shall be carried out consistent with Second Amended Chief Judge Order 2020-01A and C.R.S. §§ 15-12-619 to 15-12-623. Specifically, regarding the preference for burial over cremation in C.R.S. § 15-12-620(7), the Public Administrator and Deputy Public Administrators shall make arrangements for cremation as necessary to protect public health.

SO ORDERED this 27<sup>th</sup> day of March, 2020.

By the COURT,



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EMILY E. ANDERSON  
Chief Judge  
Seventeenth Judicial District