

THE TWENTY-SECOND JUDICIAL DISTRICT: DOLORES AND MONTEZUMA
COUNTIES

ADMINISTRATIVE ORDER 2016-08

CONCERNING RETURNING ORIGINAL WILLS TO FILING PARTIES

Whereas, Parties are allowed to lodge or file wills with the Court prior to filing a probate action or file wills with the Court as a part of a probate action, and

Whereas, the 22nd Judicial District e-files all probate case, and

Whereas, the 22nd Judicial District does not wish to retain any paper wills.

Therefore, the undersigned Chief Judge hereby orders as follows:

The Clerk will scan and upload all paper wills which are in her possession as of the date of this order and which relate to current or closed probate cases, and then provide notice to the person who filed such paper will to pick up the original paper will within 35 days from the date of the notice or it will be destroyed. If no one picks the paper will up or makes other arrangements to retrieve the will within said 35 days, the original will is to be destroyed.

If an original paper will is presented to the clerk for filing in a probate case in the future, that original will is to be scanned and uploaded in the appropriate case with the original then being returned to the person who filed the original will.

The Clerk will record and preserve in electronic form, all paper wills in her possession as of the date of this order, which have been lodged with the Court but which have not been filed in a probate case as of the date of this order, and then provide notice to the person who lodged such paper will to pick up the original paper will within 35 days from the date of the notice or it will

be destroyed. If no one picks the paper will up or makes other arrangements to retrieve the will within said 35 days, the original will is to be destroyed.

If an original paper will is presented to the clerk to be lodged in the future, that original will is to be recorded and preserved in electronic form with the original then being returned to the person who filed the original will.

The Clerk will quality control check all wills that are scanned or recorded pursuant to this order to insure that all pages of the original document are recorded and are as legible as the original paper document before it is returned or destroyed.

SO ORDERED on this 1st day of December, 2016,



Douglas S. Walker
Chief Judge, 22nd Judicial District