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| Denver Probate Court1437 Bannock StreetDenver, Colorado 80202 | **▲COURT USE ONLY▲**  |
| **ADMINISTRATIVE ORDER NO. 2020-01** |
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| **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 issued an Order on March 16, 2020 and ordered the suspension of certain court operations and 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 already taken steps to implement measures to protect court staff and the public by rotating staff between their homes and court on different days. As the administrative authority for the Denver Probate Court, the Presiding Judge hereby formalizes this emergency procedure and directs as follows:

1. Denver Probate Court staff who provide essential services are:
2. The presiding judge;
3. The magistrate;
4. The court executive/clerk of court;
5. The self-represented litigant coordinator;
6. The registrar;
7. 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.

1. Court judicial assistants, the protective proceeding monitors, the law clerk, the court facilitator and the administrative assistant are necessary to provide support to those who serve in a position that provides an essential service, and to maintain on-going court operations.
2. To maintain court services and to provide some relief to staff, the Denver Probate Court will provide services as follows:
3. The Denver Probate Court will be closed to the public on Thursday, March 19, 2020 and Friday, March 20, 2020;
4. The Denver Probate Court will reopen on Monday, March 23, 2020 with a reduced staff;
5. During March 19 and 20, 2020, Denver Probate Court (DPC) staff will continue to work remotely from their homes. The DPC will continue to accept efiled documents and does not anticipate any disruption to matters filed in this manner;
6. During March 19 and 20, 2020, the DPC will not be able to accept paper or pro se filings;
7. During March 19 and 20, 2020 if there is a situation involving a petition for temporary extreme risk protection orders and hearing on extreme risk protection orders, petitions for appointment of an emergency guardian and/or special conservator and mental health proceedings, parties and counsel should call **303-606-2473** and leave a message. A staff member will return the call with instructions regarding the emergency filing.
8. The Denver Probate Court will reopen on Monday, March 23, 2020 with essential staff and will rotate non-essential staff as determined by the court executive and supervisors.
9. Matters currently scheduled on the docket for either the judge or the magistrate may be continued, heard by telephone or videoconference if possible or heard in person as scheduled at the preference of the parties. Parties and counsel who wish to appear by telephone or continue hearings should efile a motion and call the court. Parties who are unable to file a motion by efiling 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, name and telephone number of the person calling.
10. Language interpreters are only available by telephone for hearings at this time.
11. New petitions for fiduciary appointments that require a visitor and an in-person hearing will be delayed for a minimum of 30 days as instructed by separate order issued for each filing.
12. New petitions for approval of personal injury settlements for minors and incapacitated adults will be reviewed and scheduled a minimum of sixty days from when the petition is ripe for hearing.
13. All mental health filings will continue to be accepted by filing through the mental health inbox (denverprobateMH@judicial.state.co.us), scheduled and heard with no planned changes at this time.
14. Petitions for temporary and permanent extreme risk protection orders will continue to be accepted by efiling, scheduled and heard with no planned changes at this time.
15. Applications and Petitions involving decedent’s estate and trust matters will continue to be accepted by efiling and paper filing with no disruptions except as noted above.
16. Notices to Set non-emergency hearings may continue to be filed. Hearings will be scheduled on a case by case basis consistent with current health advisories.
17. Scheduling matters for hearing without appearance pursuant to C.R.P.P. 24 should continue with no changes to procedure.
18. Pro se services will continue to be provided in person or by telephone. **Unrepresented persons should remember they are NOT to come to the court if they are ill or have a fever, cough, runny nose or sore throat.** The self represented litigant coordinator is available by telephone during business hours at **303-606-2502**. The self represented litigant coordinator is available in person in either Room 281 or Room 230 of the Denver City and County Building.
19. The process outlined in this 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 March, 2020.



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 Elizabeth D. Leith

 Presiding Judge

 Denver Probate Court