

Denver Probate Court 1437 Bannock Street Denver, Colorado 80202	<p style="text-align: center;"><b>▲ COURT USE ONLY ▲</b></p>
<b>ADMINISTRATIVE ORDER NO. 2020-01</b>	
<b>FIRST AMENDED ADMINISTRATIVE ORDER REGARDING          COURT OPERATIONS UNDER COVID-19</b>	

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:
  - a. The presiding judge;
  - b. The magistrate;
  - c. The court executive/clerk of court;
  - d. The self-represented litigant coordinator;
  - 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.

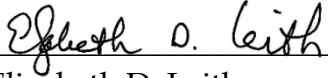
2. Court judicial assistants, the protective proceeding monitors, the law clerk, the court facilitator and the administrative assistant are necessary to provide support to those who serve in a position that provides an essential service, and to maintain on-going court operations.
3. To maintain court 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.
5. Matters currently scheduled on the docket for either the judge or the magistrate will be continued or heard by telephone or videoconference if available. Parties and counsel who wish to appear by telephone 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 efilings 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. 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.
8. New petitions for approval of personal injury settlements for minors and incapacitated adults will be reviewed and scheduled for hearing a minimum of sixty days from when the petition is ripe. Hearings shall be conducted by telephone and/or videoconference if available, consistent with current health recommendations.

9. New petitions for appointment of guardians and conservators for minors will be reviewed and scheduled for hearing 30 to 60 days from when the petition is ripe. Hearings shall be conducted by telephone and/or videoconference if available, consistent with current health recommendations. Petitions requesting an emergency appointment should be scheduled by calling the Court at 303-606-2473.
10. All mental health filings will continue to be accepted by filing through the mental health inbox ([denverprobateMH@judicial.state.co.us](mailto: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.
11. The Court will not order sheriff transport for any mental health hearing or medication administration in the community until the necessity for community 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.
12. Petitions for temporary and permanent extreme risk protection orders will continue to be accepted by efilings, scheduled and heard by telephone and/or videoconference if available.
13. Applications and Petitions involving decedent's estate and trust matters will continue to be accepted by efilings and paper filing with no disruptions except as noted above.
14. 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, by telephone and/or videoconference.
15. Scheduling matters for hearing without appearance pursuant to C.R.P.P. 24 should continue with no changes to procedure.
16. Pro se services will continue to be provided by telephone and/or videoconference if available. **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 or have any other respiratory illness symptoms.** 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; however, in-person contacts are discouraged by current health recommendations at this time.

17. The process outlined in this First Amended Administrative Order shall continue in effect until further notice.

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

DONE this 31<sup>st</sup> day of March, 2020.

  
Elizabeth D. Leith  
Presiding Judge  
Denver Probate Court