

Quick Guide to Appointment of a Conservator – Minor

- ◆ Child must reside in the county in which you are filing the petition.

- ◆ If the Minor does not reside in Colorado, file in the county where property is located for the Minor.

VERY IMPORTANT: Read the Instructions thoroughly (JDF 860). Review the Conservator’s Manual, the Guardianship & Conservatorship Video for Minors, and the Probate Video “You as a Conservator” found on the Colorado Judicial Branch website at www.courts.state.co.us

◆ Prepare Your Initiating Paperwork and File with the Court

1. **Petition for Appointment of Conservator for Minor (JDF 861)** and any other required papers per the Instructions.
2. **Acceptance of Office (JDF 805)** – Including: CBI Report, Credit Report & Copy of Drivers’ License or Government Issued ID for each Petitioner/Nominated Person (Unless as otherwise stated in §15-14-110, C.R.S.).
3. **Notice of Hearing (JDF 806 and JDF 807).**
4. **Irrevocable Power of Attorney (JDF 721)** if applicable (nonresident).
5. **Consent or Nomination of Minor (JDF 826)** if the Minor is 12 or older.
6. **Proposed Letters of Conservatorship – Minor (JDF 863).**
7. **Proposed Order Appointing (Conservator - JDF 862 and/or Special Conservator - JDF 877).**
 - ◆ Make copies of all paperwork for yourself and copies to serve on all “Interested Persons”.
 - ◆ File the original papers with the court and pay the filing fee.

◆ Complete Service – to All Interested Persons in the Case

- ◆ If Minor is 12 years or older, they must be personally served through the Sheriff or private process server at least 14 days prior to the hearing with a copy of the Petition (JDF 861) and Notice of Hearing (JDF 807). File completed JDF 807 with the court, showing the Minor has been served.
- ◆ A copy of the Petition (JDF 861) and Notice of Hearing (JDF 806) must be given to all Interested Persons at least 14 days prior to the hearing. File completed JDF 806 with the court, showing all parties have been served.

◆ Attend Appointment Hearing

- ◆ Be prepared to provide proof through documentation and testimony of any statements made in the Petition and proof that all persons named in the Petition were properly served.
- ◆ Petitioner(s), Nominated Person(s) and the Minor if 12 years or older, must appear for the hearing unless excused by the court (*this would require filing a motion, along with a physician’s letter and/or any other supporting documentation with the court*).

◆ Additional Required Documents and Reporting Requirements

1. **Acknowledgment of Responsibilities (JDF 800)** – File with the court immediately after appointment. (Letters of Appointment will not be issued until this is filed).
2. **Probate Case Information Sheet (JDF 705).** (Letters of Appointment will not be issued until this is filed.)
3. **Notice of Appointment (JDF 812)** – Within 30 days of appointment, you must provide a copy of the Order of Appointment (JDF 862 and/or 877) as well as JDF 812 to the Minor if 12 or older and to all Interested Persons who received a copy of the Petition and Notice, and identified in the Order of Appointment.
4. **Inventory and Financial Plan with Motion for Approval and Order (JDF 882 & JDF 883)** – Complete and file with the court by the due date as ordered. Copies of this Inventory and Financial Plan and the Annual Report (JDF 885) must be provided to the Minor if 12 or older and all Interested Persons identified in the Order of Appointment.
5. **Annual Conservator’s Report (JDF 885)** – File annually or as ordered by judge with record of all transactions.