

# Quick Guide to Appointment of a Conservator – Adult

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

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

**VERY IMPORTANT:** Read the Instructions thoroughly (JDF 875). Review the “Conservator’s Manual” and the Probate Video – “You as a Conservator” on the Colorado Judicial Branch website at [www.courts.state.co.us](http://www.courts.state.co.us)

## ◆ Prepare Your Initiating Paperwork and File with the Court

1. **Petition for Appointment of Conservator for Adult (JDF 876).**
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 (non-resident nominated fiduciary).
5. **CAPS Check Written Authorization Form** – obtained by clicking here: [CAPS Check Written Authorization Form](#)
6. **Proposed Letters of Conservatorship - Adult (JDF 880).**
7. **Proposed Order Appointing (Conservator - JDF 878 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.

**Please Note: The Court Must Appoint a Court Visitor and May Appoint a Guardian ad Litem and/or Respondent Counsel.**

## ◆ Complete Service – to All Interested Persons in the Case

◆ Respondent 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 876) and Notice of Hearing (JDF 807). File completed JDF 807 with the court, showing the Respondent has been served.

◆ A copy of the Petition (JDF 876) 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 Respondent 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 878 and/or JDF 877) as well as JDF 812 to all Interested Persons who received the Petition and Notice, and identified in the Order of Appointment, including the Protected Person.
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 Protected Person 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.