



**TWENTY-THIRD JUDICIAL DISTRICT  
DOUGLAS, ELBERT, and LINCOLN COUNTIES  
STATE OF COLORADO**

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**CHIEF JUDGE ORDER 2025-48  
DELEGATING POWERS TO CLERK AND DEPUTY CLERK  
PURSUANT TO C.R.P.P. RULE 4  
EFFECTIVE: JANUARY 14, 2025**

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Pursuant to the authority granted to chief judges of the judicial districts of the State of Colorado by Chief Justice Directive 95-01, “Authority and Responsibility of Chief Judges,” and pursuant to C.R.P.P. Rule 4, the undersigned, in his capacity as Chief Judge, enters the following Chief Judge Order delegating certain powers to the clerk and deputy clerk.

The Court hereby delegates the following functions<sup>1</sup> per C.R.P.P. Rule 4 to the clerk or deputy clerk under the supervision of the Court:

- To appoint fiduciaries and to issue letters, if there is no written objection to the appointment or issuance on file;
- To set a date for hearing on any matter and to vacate any such setting;
- To certify copies of documents filed in the court;
- To order a deposited will lodged in the records and to notify the named personal representative;
- To correct any clerical error in documents filed in the court; and
- To admit wills to formal probate and to determine heirship, if there is no objection to such admission or determination by any interested person.

C.R.P.P. Rule 4(a)(1), (2), (6), (7), (9), (12).

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<sup>1</sup> “All orders and proceedings by the clerk or deputy clerk under this rule must be made part of the permanent record,” and “[a]ny person in interest affected by an order entered or action taken under the authority of this rule may have the matter heard by the judge by filing a motion for such hearing within 14 days after the entering of the order or the taking of the action.” C.R.P.P. Rule 4(b), (c).

While C.R.P.P. Rule 4 generally refers to “clerk or deputy clerk,” the Court clarifies that the above listed duties may be performed by the Clerks of Court, the Probate Registrars, the Protective Proceedings Monitors, the Supervisors, the Specialists, and any Court Judicial Assistant who handles probate matters.

Dated this 14<sup>th</sup> day of January 2025.

BY THE COURT:

A handwritten signature in black ink that reads "Ryan Stuart". The signature is written in a cursive, flowing style.

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Ryan J. Stuart  
Chief Judge, 23<sup>rd</sup> Judicial District