



ADMINISTRATIVE ORDER
STATE OF COLORADO
EIGHTH JUDICIAL DISTRICT

APPOINTMENT OF PUBLIC ADMINISTRATOR

ORDER 2025-03

The Court has the authority pursuant to C.R.S. §15-12-619 to appoint a Public Administrator. The Court finds and determines that Melissa Schwartz meets the statutory requirements for appointment as Public Administrator. Melissa Schwartz is currently serving as a Public Administrator in Denver, Colorado but has established a local address and telephone number in Larimer County, whereby a local principal place of business is maintained in the 8th Judicial District to satisfy statutory requirements. Should there be a change of local address or phone number, the Court shall be notified immediately. The Public Administrator serves at the pleasure of this Court until discharged by this Court or until her resignation is accepted by this Court.

Therefore, pursuant to the Court's authority in C.R.S. §15-12-619(1) the Court hereby appoints Melissa Schwartz as Public Administrator for the 8th Judicial District to perform actions as may be required of that office pursuant to the Colorado Probate Code and any applicable statutory laws of the state of Colorado. As Public Administrator, Melissa Schwartz shall have all the authority granted to a Public Administrator under Colorado law, as authorized by C.R.S. §15-12-619, §15-12-620, §15-12-621, §15-12-622, and §15-12-623,

and as may be further directed by the District Court from time to time period pursuant to C.R.S. §15-12-619(5). Further, the Court appoints attorneys Lindsay Andrew and Emily McDaniel to serve as deputy public administrators as authorized by C.R.S. §15-12-619(6). Attached is the approved schedule for costs for the Public Administrator.

SO ORDERED this 11th day of July, 2025.

A handwritten signature in cursive script that reads "S. Blanco". The signature is written in black ink and is positioned above a horizontal line.

Susan Blanco
Chief Judge
8th Judicial District of Colorado

8th Judicial District Public Administrator Fiduciary Fee Schedule– Schwartz, McMinimee & Andrew, LLC as of 07/01/2025
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If the value of the gross estate as set forth on the Initial Inventory is less than \$100,000, the following fee schedule applies.

Timekeeper	Hourly Rate* 4	Notation Regarding Rate
Partners	\$265-\$285	
Associates	\$155-\$260	
Law Clerks	\$150	
Senior Paralegals/Paralegals	\$130-\$140	
Case Manager/Fiduciary Assistants	\$120-\$130	
Legal Assistants/ Bookkeeping	\$80-\$90	
Investigator	\$120-\$130	
Assistant Investigator	\$90-\$100	
Administrative/File Clerk	\$35-\$45	

If the value of the gross estate as set forth on the Initial Inventory is \$100,000 or more, the following fee schedule applies.

Timekeeper	Hourly Rate* 3	Notation Regarding Rate
Partners	\$325-\$350	
Associates	\$190-\$300	
Law Clerks	\$160	
Senior Paralegals/Paralegals	\$135-\$150	
Property Manager/Asset Manager	\$120-\$130	
Legal Assistants/ Bookkeeping	\$80-\$90	
Investigator	\$120-\$130	
Assistant Investigator	\$90-\$100	
Administrative/File Clerk	\$35-\$45	

*The hourly rates are determined on a number of factors including the nature of the case, the experience of the individual, and the tasks being assigned and handled by the individual.

It is the practice of this office to only charge one fee for both the fiduciary and the legal time actually expended in the administration. This practice avoids double billing of fiduciary time and legal time for the same service. This office employs a minimum billing increment of two-tenths of an hour (2/10 or .2) for any one service provided. Thus, the Estate/Trust will be billed two-tenths of an hour for any service rendered that takes between one and twelve minutes, regardless of the actual time involved in the activity. This is a common practice in the legal and accounting professions to somewhat offset the necessity of obtaining and replacing the file, recording and billing the time involved and performing the related activities necessitated for each involvement with a case during a day's work period. The required work in any Estate/Trust is accomplished by a member of this office with the lowest level of appropriate expertise on the particular matter so that costs in the Estate/Trust will be kept to a minimum. Attorneys supervise the Estate/Trust, handle legal and tax matters, and are responsible for the decision-making in the Estate. Paralegals direct all of the routine Estate/Trust work and generally oversee the day-to-day administration of the Estate. Bookkeepers handle bookkeeping and financial chores, and so on. All new cases are charged a one-time \$200 start-up fee. There is also an annual Bookkeeping flat fee charged on all cases with open bank accounts that are managed by the fiduciary.

Accurate time records in all Estates/Trusts are maintained to the tenth of an hour and are available for review by any interested party. The fees in each Estate/Trust are reviewed, totaled, and charged against the Estate/Trust accounts on a monthly basis. Our fee statements are presented to the Court when approval of fees is sought. If for any reason this approach is not acceptable to any person interested in this Estate/Trust or if any person interested in the Estate/Trust would like to see our fee statements on a more frequent or regular basis, then it is the interested person's responsibility to contact this office immediately and alternative arrangements will be considered to meet the particular needs of a given Estate/Trust.