



## Frequently Asked Questions

### Electronic Preservation of Abandoned Estate Planning Documents

#### 1. What are the filing fees?

Initial Submission	\$39.50 (per creator)
Certified Copy	\$20 (per document)
Deletion	\$5 (per creator)

#### 2. What forms might I need?

[JDF 975](#) – Filing Statement for the Submission of Abandoned Estate Planning Documents to the State Court Administrator's Office.

[JDF 976](#) – Request for Certified Estate Planning Documents.

[JDF 977](#) – Request for Deletion.

#### 3. Who can file?

An attorney, fiduciary, entity, or financial institution, as defined in 15-23-103, that has sole possession and control of an original estate planning document of an individual.

#### 4. Who has access to the records?

The searchable index of creator names is a public record and accessible to all. A creator's profile, filing statements, and electronic estate planning documents are not a public record and not subject to any federal or state open records act or any request for public information under any federal, state, or local law. Please review CJD 23-01 to determine whether you have access to the record prior to filing a request.

#### 5. Do I need to create a profile to use this program?

You do not need to create a user profile to access the system. You will need to re-enter your payment information for each submission or request that's been reviewed and approved for filing.

**6. Where can I search for a creator?**

You can find the link for the creator search under the Abandoned Estate Documents tab on the main page of the court's website or at this link <https://clientservices.rmm-i.com/CSJD/estateDocssearch.html>.

**7. Can the fees be waived?**

Fees cannot be waived.

**8. If my payment link times out, what do I need to do to complete/get a new one?**

Once you click on the link for payment included in the email notification you'll receive once your documents have been reviewed, you will have 30 minutes to complete. If your transaction times out, just refer to that email address and re-click the link for a new payment token.

**9. What happens if I didn't pay the fee after seven days?**

The payment link provided to you will only be live for 7 days after it's been sent. If you have not completed payment within that time frame, you will need to resubmit your request for review.

**10. Will I be notified once my documents have been accepted?**

You will be receiving various email notifications throughout the stages of the process. Once you have submitted your documents and/or request, you will receive an email letting you know we are in receipt, and they're being reviewed. After review, if your documents meet the criteria for acceptance, you will receive an email that will include a link to complete payment. Once your payment has been received and verified, you will receive another email notifying you that your documents and/or request has been accepted into the system and if applicable, your requested documents will be attached. Please note that it might take a few days to verify that payment has been received.

**11. Where can I find more information for this process?**

Please review JDF 974 – How to Guide for Abandoned Estate Planning Documents, for more instruction on how to complete this process. For additional information please also see § 15-23-101 through § 15-23-122, C.R.S. and CJD 23-01.

### **13. ADA Information**

For reasonable accommodations under the Americans with Disabilities act contact the court's ADA coordinator:

[www.courts.state.co.us/Administration/HR/ADA/Coordinator\\_List.cfm](http://www.courts.state.co.us/Administration/HR/ADA/Coordinator_List.cfm)

### **13. Legal Advisory**

These are basic instructions for informational purposes only. They do not constitute legal advice. If you choose to represent yourself, you are bound by the same rules and process as a lawyer. If you do not understand this information, please contact a lawyer.