



IN THE 13th JUDICIAL DISTRICT
IN AND FOR THE STATE OF COLORADO

ORDER APPOINTING AMY M. SCHMIDT, ESQ. AS THE 13th JUDICIAL DISTRICT
PUBLIC ADMINISTRATOR

2025-3

Pursuant to Colorado Revised Statutes section 15-12-619, the Court hereby appoints Amy M. Schmidt as the 13th Judicial District Public Administrator. This appointment is effective as of Tuesday, February 17, 2025. Ms. Schmidt and any appointed deputy public administrator shall faithfully perform the duties required by statute and the Colorado Rules of Professional Conduct adopted and amended from time to time by the Colorado Supreme Court.

Ms. Schmidt and any appointed deputy public administrator shall maintain a bond pursuant to Colorado Revised Statutes section 15-12-619(4). The bond shall be kept current and filed with the 13th Judicial District Chief Judge and the 13th Judicial District Court Executive.

The Public Administrator may request the appointment of a deputy public administrator. Any appointment of a deputy public administrator shall be made in writing by the Chief Judge of the 13th Judicial District. A deputy public administrator's appointment shall not be effective until written approval is granted by the Chief Judge of the 13th Judicial District.

Before exercising the duties of Public Administrator or deputy public administrator, Ms. Schmidt or any appointed deputy public administrator shall take and subscribe the oath attached hereto. The oath shall be administered by a district court judge of the 13th Judicial District.

The Public Administrator's fee schedule is attached hereto. The Court hereby approves the Public Administrator's fee schedule.

Done this 7th day of March, 2025.

CARL S. MCGUIRE III
Chief Judge
13th Judicial District

PUBLIC ADMINISTRATOR/DEPUTY PUBLIC ADMINISTRATOR OATH OF OFFICE

I, _____, in accepting the position of the Public Administrator [Deputy Public Administrator] in and for the 13th Judicial District of the State of Colorado, do solemnly swear [affirm] that I will support the constitutions of the United States and of the State of Colorado, and that I will faithfully perform the duties of the Office of Public Administrator as required by law.

Signature

Printed name

Subscribed and affirmed before me this ____ day of _____, 202____.

District Court Judge
13th Judicial District

Fee Schedule for Amy M. Schmidt, Esq., 13th Judicial District Public Administrator

Services by Timekeeper or Activity	Hourly Rate Applied for Estates with a Gross Value of Less than \$100,000	Hourly Rate Applied for Estates with a Gross Value of \$100,000 or More
Public Administrator ("PA") (includes all activities of PA, including travel time and any of the activities listed below if performed by the PA)	\$ 250.00	\$ 280.00
Deputy Public Administrator, if any (includes all activities of Deputy PA, including travel time and any of the activities listed below if performed by the Deputy PA)	\$ 190.00	\$ 220.00
Services Provided by Staff:		
Attorney Services (includes travel time)	\$ 250.00	\$ 280.00
Paralegal or Legal Assistant Services	\$ 115.00	\$ 145.00
Investigation	\$ 80.00	\$ 80.00
Bookkeeping	\$ 80.00	\$ 80.00
Administrative/ File Clerk	\$ 35.00	\$ 35.00
Miscellaneous Support Staff (e.g. inventorying or securing property, clean up, packing, non-attorney travel time, etc.)	\$ 35.00	\$ 35.00

Policy Regarding Costs:

Mileage for all travel will be billed at the IRS rate of \$0.70 per mile.

Reimbursable Costs: All costs incurred by the PA in the performance of her duties and all amounts paid or advanced by the PA for the benefit of the Estate shall be billed to the Estate and subject to reimbursement from the Estate. Examples of such costs include, but are not limited to, filing fees, court costs, expert witness fees, accountant fees, process server fees, publication fees, locksmiths, cleanup crews, dumpster rental, storage unit rental, utility payments or insurance premiums paid to protect Estate property, and final expenses such as cremation. This shall not be construed to create a duty or obligation on behalf of the PA to personally pay or advance any expense on behalf of an Estate.