

<b>DENVER PROBATE COURT</b> City and County of Denver, Colorado  Court Address: 1437 Bannock Street, Room 230 Denver, CO, 80202	
<p style="text-align: center;"><b>PRESIDING JUDGE ORDER 15-01:  (AMENDED SEPTEMBER 2025)  DENVER PROBATE COURT  COURT VISITOR POLICY</b></p>	

This policy is established in accordance with Colorado Revised Statutes Title 15 and Chief Justice Directive 04-05.

### **I. Establishment of Appointment List**

Pursuant to Chief Justice Directive 04-05, the Clerk of Court or the Court Executive of the Denver Probate Court shall maintain a list of qualified persons from which Court Visitor appointments will be made in the Denver Probate Court. Persons seeking to receive appointments as Court Visitor from the Denver Probate Court must submit the following documents to the Court Executive for consideration by the Denver Probate Court:

- A completed Denver Probate Court Visitor Application;
- A recent name-based criminal history report from the Colorado Bureau of Investigation (“CBI”) **or** an Authorization for Release of Information sent directly to the Denver Probate Court contact to then be submitted to the Office of the State Court Administrator to run a criminal history check on the applicant’s behalf;
- A letter of interest.

At the discretion of the Presiding Judge, those applicants who are deemed to be appropriate may be interviewed by the Presiding Judge and/or Denver Probate Court staff. Applicants who have been deemed appropriate and who are seeking to receive appointments are also required to shadow an experienced Court Visitor and participate in any required trainings provided by the Denver Probate Court and the Office of the State Court Administrator.

### **II. Maintenance of Appointment List**

All Court Visitor appointments are made at the discretion of the Denver Probate Court. Court Visitors are not employees of Denver Probate Court, the Colorado Judicial Branch, or the State of Colorado. Acceptance on the Denver Probate Court appointment list is not a guarantee of appointments. The Denver Probate Court may remove or suspend a Court Visitor from the appointment list with or without cause and without notice.

In addition, all Court Visitors shall:

- Attend all trainings provided by the Denver Probate Court and the Office of the State Court Administrator, including online training.
- Comply with all local Denver Probate Court policies and procedures implemented by the Denver Probate Court. Local policies and procedures are distributed to Court Visitors via email and/or implemented at an in-person training session.
- Maintain a private and personal email account.
- Possess the knowledge and skills to use Microsoft Office and Adobe PDF.
- Possess the knowledge and skills to use and access the internet, including accessing websites, downloading documents, streaming video and/or audio content, and utilizing virtual technology such as Zoom, Google Meet, Teams, Webex etc.
- Utilize the most recent JDF forms provided by the Colorado Judicial Branch.
- Accept appointments without advance notice and complete the appointment within **21 days** of the appointment.
- Keep court staff apprised in writing, at least two weeks in advance, of any planned vacations or time(s) when appointments cannot be accepted.
- Provide a name-based CBI report to the Denver Probate Court District Administrator annually on or before January 30 and/or submit an Authorization for Release of Information directly to the Denver Probate Court contact to then be submitted to the Office of the State Court Administrator for staff to run a criminal history check on the visitor's behalf.
- Provide, in writing, notification of any pending criminal charges or convictions, or civil restraining/protection orders issued against the Court Visitor.
- Provide, in writing, notification of any cases pending in any court of this state in which the Court Visitor is a party to.
- Provide, in writing, notification of any change in address or phone number within 30 days.
- Utilize the services of court interpreters pursuant to Chief Justice Directive 06-03 and local Denver Probate Court policies and procedures.
- Assess mileage and bill travel time using the Denver Probate Court or the Court Visitor's home as the starting point. **The closer of the two to the location of the interview shall be used.**
- Accept electronic and credit card payments. Court Visitors shall provide parties with at least one option to pay electronically (i.e. Venmo, PayPal, etc.). If the electronic option offered by the court visitor does not support the use of a credit card, the Court Visitor shall provide an additional option to allow payment by credit card.
- Comply with all provisions of this Order.

Failure to comply with the requirements set forth above may result in the Court Visitor being suspended or removed from file appointment list.

### **III. Compensation**

Court Visitors shall be compensated as directed in the Order Appointing Court Visitor on each case. Compensation for all appointments, including state-paid and private-paid, shall be governed by the maximum hourly rate set forth for Court Visitors in Chief Justice Directive 04-05. "Private-paid" for the purposes of this Order includes any appointment that has not been ordered to be paid by the State of Colorado.

Private-paid Court Visitors may not exceed the maximum hourly rate as set forth in Chief Justice Directive 04-05 but are not subject to the "Maximum Total Fee Per Appointment" provision listed therein.

#### **IV. Miscellaneous**

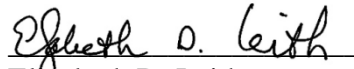
Court staff cannot provide Court Visitors with legal advice or provide legal counsel.

Court records provided to or obtained by the Court Visitor are not accessible to the public pursuant to CJD 05-01 and shall only be provided to case parties and/or the party's attorney who has entered an appearance on their case, absent an order providing otherwise.

Court Visitors do not receive identification badges issued by the State of Colorado or the City and County of Denver.

Dated this 29<sup>th</sup> day of September, 2025.

BY THE COURT:

A handwritten signature in cursive script, reading "Elizabeth D. Leith", is written over a horizontal line.

Elizabeth D. Leith

Judge

DENVER PROBATE COURT