



**20<sup>TH</sup> JUDICIAL DISTRICT OF COLORADO**  
**ADMINISTRATIVE ORDER 05-104**  
**SUBJECT: Access to Probate Case Files**

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**To:** Twentieth Judicial District Judicial Officers, District Administrator, Clerk of Court, Probate Registrar, Court Staff and Attorneys

**From:** Roxanne Bailin  
Chief Judge

**DATE:** September 7, 2005

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Good cause exists to provide security for probate files concerning decedents' estates so that private individuals, not in any way associated with the probate cases, who are requesting access to probate files to obtain personal and normally private information concerning the identity of personal representatives, heirs, devisees and other interested persons for the sole purpose of soliciting business from those interested persons may not have access to such files.

Colorado Rules of Probate Procedure, Rule 20, provides that "for good cause shown, the court may order a file to be placed under security, in which event the clerk of the court shall maintain it in an appropriate security file. Files kept under security may be examined only by counsel of record unless otherwise ordered by the court."

This Administrative Order provides that the Clerk of the Combined Court for the Twentieth Judicial District and the Clerk's deputies and probate registrar shall deny access to all probate files of a decedent for a period of nine months from the date of filing to all individuals except for interested persons (heirs, devisees, children, spouses, creditors, beneficiaries, and any others having any property right in or claim against the estate of a decedent which may be affected by the proceeding and personal representatives and persons having a priority for appointment as a personal representative) and their attorneys.

*Roxanne Bailin*

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Hon. Roxanne Bailin  
Chief Judge  
Twentieth Judicial District