

# Administrative Order No. 3

Regrettably, Katy no longer occupies this office - she has retired for which she is wished many years of good health and enjoyment. However, her leaving is problematic for those of us who have grown dependent on her for scheduling and an occasional pearl of Courthouse news.

Recognizing that Katy would be irreplaceable, the legislature underfunded our court budget to the extent a “hiring freeze” has been imposed, which means a replacement for Katy’s position can not be hired. The consequences seem obvious or soon will.

Beginning immediately, Katy’s office is no longer the nerve center for Div. No. 15. DO NOT leave papers in her office for the Judge.

1) Please deliver all “Papers” to Probate Clerk (Including Mail and Preliminary or Ex Parte Orders, Orders for opening estates, guardianships, adoptions, etc.). This means no “walk-in” service from the Judge. If it is considered an “emergency”, send Judge an e-mail with description of the matter. He may reply via e-mail or call attorney to schedule an appointment.

2) Administrative E-mail messages (scheduling, etc.) should be addressed to [lawrence.sheppard@jocogov.org](mailto:lawrence.sheppard@jocogov.org) with copy shown to [nancy.buckley@jocogov.org](mailto:nancy.buckley@jocogov.org).

3) Until further Notice, Preliminary Orders and “emergency orders” should be left with the Probate Clerk’s Office. They will be separated from general orders and given priority attention by the Judge.

4) Docket Calls are still an option, but implementation is reserved. If it appears to be a routine estate opening or guardian/conservatorship proceeding, you may find your matter scheduled at the same time with one or more other matters. Patience is a quiet virtue and should be exercised if you find your matter scheduled with other administrative matters.

Your cooperation and understanding is solicited.

J. Sheppard

Revised, 1/25/10