

MELISSA R. SCHWARTZ, ESQ.

CURRICULUM VITAE

- **MEMBER: SCHWARTZ, McMINIMEE, & ANDREW, LLC**, 3773 CHERRY CREEK NORTH DRIVE, SUITE 775, DENVER, CO 80209, 303-534-5100, mschwartz@schwartzattorneys.com
- ADMITTED 1994, WITH THE FIRM SINCE 1996
- **FELLOW OF THE AMERICAN COLLEGE OF TRUST & ESTATE COUNSEL, SINCE NOVEMBER 2011**
- **MARTINDALE-HUBBELL AV RATED, REGULAR AND JUDICIAL EDITION**
- **FEATURED IN THE BEST LAWYERS IN AMERICA, TRUST AND ESTATE FOCUS**
- **FEATURED IN THE BEST LAWYERS, BUSINESS EDITION, SPRING 2016, WOMEN IN THE LAW**
- **PRACTICE AREAS:**
 - **ESTATE AND TRUST ADMINISTRATION & LITIGATION, CONSERVATORSHIPS AND GUARDIANSHIPS**
 - **REPRESENTS INDIVIDUALS, FIDUCIARIES, & CREDITORS IN ALL ASPECTS OF TRUSTS AND ESTATES AND PROTECTIVE PROCEEDINGS IN COLORADO**
 - **PROFESSIONAL FIDUCIARY - ACTS AS PERSONAL REPRESENTATIVE, SPECIAL ADMINISTRATOR, TRUSTEE, AND CONSERVATOR ANYWHERE IN THE STATE OF COLORADO**
 - **PUBLIC ADMINISTRATOR FOR THE CITY & COUNTY OF DENVER, APRIL 16, 2010 – PRESENT; DEPUTY PUBLIC ADMINISTRATOR FOR THE CITY & COUNTY OF DENVER, MAY 2003 - APRIL 15, 2010**
 - **HAS ADMINISTERED HUNDREDS OF PROBATE ESTATES, TRUSTS AND CONSERVATORSHIPS INCLUDING THOSE INVOLVING VARIOUS LEGAL ISSUES/ASSETS:**
 - **INSOLVENT ESTATES AND RESOLUTION OF COMPLEX CREDITORS' CLAIMS**

- BUSINESS ENTITIES AND REAL ESTATE
- MINERAL AND WATER RIGHTS
- RESIDENTIAL AND COMMERCIAL REAL ESTATE
- ESTATE AND INCOME TAX ISSUES
- GENEALOGICAL RESEARCH AND HEIRSHIP DETERMINATION

PROFESSIONAL ASSOCIATIONS, ACTIVITIES, AND HONORS:

- **ENDORSED AS AN EXPERT IN THE AREAS OF FIDUCIARY RESPONSIBILITIES BY THE DENVER PROBATE COURT AND BY THE WYOMING SUPREME COURT**
- **REGULAR SPEAKER AND LECTURER COLORADO CONTINUING LEGAL EDUCATION**
- **COLORADO BAR ASSOCIATION, TRUST AND ESTATE SECTION:**
 - EXECUTIVE COUNCIL, 2013-2017, CHAIR 2015-2016
 - COUNCIL MEMBER 2007-2009
 - TRUST AND ESTATE SECTION REPRESENTATIVE TO THE COLORADO BAR ASSOCIATION BOARD OF GOVERNORS, MAY 2011- MAY 2018
 - MEMBER, STATUTORY REVISIONS COMMITTEE, TRUST & ESTATE SECTION, CBA, 1996 - PRESENT
 - CHAIR AND MEMBER OF NUMEROUS SUBCOMMITTEES OF THE TRUST AND ESTATE SECTION OF THE CBA:
 - DIVERSITY & INCLUSION COMMITTEE, CHAIR (2016-MAY 2022)
 - PUBLIC ADMINISTRATOR REVIEW SUBCOMMITTEE, CHAIR - RESPONSIBLE FOR THE DRAFTING OF THE GUIDELINES FOR THE OPERATIONS OF THE OFFICES OF PUBLIC ADMINISTRATOR FOR THE STATE OF COLORADO, SUBSEQUENTLY ADOPTED AND IMPLEMENTED BY THE COLORADO SUPREME COURT
 - SMALL ESTATE SUBCOMMITTEE, MEMBER
 - FIDUCIARY COMPENSATION AND COST RECOVERY SUBCOMMITTEE, MEMBER
 - DIGITAL ASSETS SUBCOMMITTEE, MEMBER
 - FIDUCIARY "TOOLBOX" SUBCOMMITTEE, MEMBER
 - PROBATE CLAIMS SUBCOMMITTEE, MEMBER

- **MEMBER, PROBATE ADVISORY WORKGROUP OF THE COLORADO STATE COURT ADMINISTRATOR'S OFFICE, 2018- PRESENT**
- **MEMBER, COLORADO BAR ASSOCIATION, SECTION SUMMIT BEST PRACTICES COMMITTEE, 2017-PRESENT**
- **MEMBER, COLORADO BAR ASSOCIATION/DENVER BAR ASSOCIATION, DIVERSITY & INCLUSIVITY STEERING COMMITTEE, 2018- SPRING 2022**
- **MEMBER, DENVER FORENSIC COLLABORATIVE FOR AT-RISK ADULTS, 2012 - PRESENT**
- **AUTHOR AND CONTRIBUTOR TO VARIOUS LEGAL PUBLICATIONS:**
 - AUTHOR: STREAMLINING THE PUBLIC ADMINISTRATORS' OPERATIONS: CHANGES RESULTING FROM THE 2017 OSA AUDIT, COLORADO LAWYER, VOL. 48, No. 5, MAY 2019
 - AUTHOR: THE PUBLIC ADMINISTRATOR: A USER'S GUIDE, THE COLORADO LAWYER, VOL. 40, No. 1, JANUARY 2011
 - AUTHOR: NEW DEVELOPMENTS IN CREDITOR CLAIMS PROVISIONS OF THE COLORADO PROBATE CODE, THE COLORADO LAWYER, VOL. 35, No. 12, DECEMBER, 2006.
 - AUTHOR: DECHIPHERING THE EFFECT OF *DEAVILA V. ESTATE OF DEHERRERA*, COUNCIL NOTES, DECEMBER 2003
 - COLORADO METHODS OF PRACTICE, 6TH EDITION, CHAPTER 100, CONSERVATORSHIPS (CO-AUTHOR/EDITOR)
 - COLORADO ESTATE PLANNING HANDBOOK, CHAPTER 15, FIDUCIARIES (EDITOR)
- **COLORADO BAR FOUNDATION, FELLOW**
- **LEGAL EMPLOYMENT HISTORY:**
 - **SCHWARTZ, McMINIMEE, & ANDREW, LLC, PARTNER, 2008 – PRESENT (FKA STEENROD, SCHWARTZ & McMINIMEE, LLP)**
 - R.L. STEENROD, JR. & ASSOCIATES, P.C., FKA, STEENROD & DARLING, P.C., ASSOCIATE ATTORNEY, 1996 – 2008
 - WADE ASH WOODS HILL & FARLEY – STAFF ATTORNEY, 1995-1996
- **EDUCATION:**
 - UNIVERSITY OF DENVER, COLLEGE OF LAW, J.D., 1994

- EDITORIAL MANAGING EDITOR, UNIVERSITY OF DENVER, DENVER JOURNAL OF INTERNATIONAL LAW AND POLICY, 1993-1994
- AMERICAN JURISPRUDENCE AWARD RECIPIENT, ESTATE AND GIFT TAX, 1994
- HANSARD SCHOLAR – HANSARD SOCIETY FOR PARLIAMENTARY GOVERNMENT, SUMMER 1990 – INTERN TO DR. MARJORIE MOWLAM, LABOUR PARTY MEMBER OF THE HOUSE OF COMMONS, LONDON, ENGLAND
- COLORADO STATE UNIVERSITY, B.A. POLITICAL SCIENCE, 1990

- **COMMUNITY ACTIVITIES:**
 - CHINESE CHILDREN CHARITIES – WAITING CHILD FUND COMMITTEE CHAIR AND MEMBER – 2001 TO 2008
 - VOLUNTEER LAWYER, LAWLINE 9