

# MELISSA R. SCHWARTZ, ESQ.

## CURRICULUM VITAE

- **SHAREHOLDER: STEENROD, SCHWARTZ & McMINIMEE, LLP, 3773 CHERRY CREEK NORTH DRIVE, SUITE 775, DENVER, CO 80209, 303-534-5100, [mschwartz@steenrod.com](mailto:mschwartz@steenrod.com)**
- ADMITTED 1994, WITH THE FIRM SINCE 1996
- **FELLOW OF THE AMERICAN COLLEGE OF TRUST & ESTATE COUNSEL, SINCE NOVEMBER 2011**
- **MARTINDALE-HUBBELL AV RATED**
- **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
- MINERAL AND WATER RIGHTS
- RESIDENTIAL AND COMMERCIAL REAL ESTATE
- FARM AND RANCLAND
- ESTATE AND INCOME TAX ISSUES
- GENEALOGICAL RESEARCH AND HEIRSHIP DETERMINATION

**PROFESSIONAL ASSOCIATIONS, ACTIVITIES, AND HONORS:**

- **REGULAR SPEAKER AND LECTURER COLORADO CONTINUING LEGAL EDUCATION**
- **COLORADO BAR ASSOCIATION, TRUST AND ESTATE SECTION:**
  - IMMEDIATE PAST CHAIR, 2016-2017
  - CHAIR, 2015-2016
  - VICE CHAIR, 2014-2015
  - SECRETARY/TREASURER, 2013-2014
  - EXECUTIVE COUNCIL MEMBER 2007-2009
- TRUST AND ESTATE SECTION REPRESENTATIVE TO THE COLORADO BAR ASSOCIATION BOARD OF GOVERNORS, MAY 2011- PRESENT
- 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 SUBCOMMITTEE , CHAIR
  - PUBLIC ADMINISTRATOR REVIEW SUBCOMMITTEE, CHAIR
  - SMALL ESTATE SUBCOMMITTEE, MEMBER
  - FIDUCIARY COMPENSATION AND COST RECOVERY SUBCOMMITTEE, MEMBER
  - DIGITAL ASSETS, SUBCOMMITTEE, MEMBER
  - FIDUCIARY "TOOLBOX" SUBCOMMITTEE, MEMBER
- **MEMBER, DENVER FORENSIC COLLABORATIVE FOR AT-RISK ADULTS, 2012 - PRESENT**
- **AUTHOR AND CONTRIBUTOR TO LEGAL PUBLICATIONS:**
  - COLORADO METHODS OF PRACTICE, 6<sup>TH</sup> EDITION, CHAPTER 100, CONSERVATORSHIPS (CO-AUTHOR)

- 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 BAR FOUNDATION, FELLOW
  
- **LEGAL EMPLOYMENT HISTORY:**
  - **STEENROD SCHWARTZ & McMINIMEE, PARTNER, 2008 - CURRENT**
  - 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
  - KIRKLAND & ELLIS, CONTRACT ATTORNEY, 1995
  
- **EDUCATION:**
  - COLORADO STATE UNIVERSITY, B.A. POLITICAL SCIENCE 1990
  - HANSARD SCHOLAR – HANSARD SOCIETY FOR PARLIAMENTARY GOVERNMENT, SUMMER 1990 – INTERN TO DR. MARJORIE MOWLAM, LABOUR PARTY MEMBER OF THE HOUSE OF COMMONS, LONDON, ENGLAND
  - 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
  
- **COMMUNITY ACTIVITIES:**
  - CHINESE CHILDREN CHARITIES – WAITING CHILD FUND COMMITTEE CHAIR AND MEMBER – 2001 TO 2008
  - VOLUNTEER LAWYER, LAWLINE 9