

BEFORE SETTING A HEARING IN PROBATE COURT NO. 1

A review of the file must be requested for any of the following applications, to include applications to appoint a successor:

Application to Probate Will as a Muniment of Title

Application to Probate Will for Letters Testamentary

Application to for Administration (Independent or Dependent)

Application for Determination of Heirship

Application for Guardianship

To do so, send a copy of the Death Certificate (if applicable) to Paralegal, Roger Murray at r.murray@bexar.org and request a review of the case file.

Mr. Murray will refer you to the Administrative Assistant when the hearing may be set.

For all other hearings, please contact Administrative Assistant, Samantha Guerra, directly.

When you are cleared to set a hearing, potential hearing dates will be offered by **email only**.

Hearings may be heard in-person or if uncontested, by Zoom on your own account.

Probate Court No. 1 does not arrange the Zoom meetings for our hearings.

When you have selected a time slot that works for all, please contact Samantha Guerra (210-335-2190 or samantha.guerra@bexar.org) or Martin Collins (210-335-0490 or mcollins@bexar.org) to ask if your chosen date is *still available*. If available, you should **e-file** a fiat with the probate clerk's office within 3 business days to keep the setting. **Failure to do so will result in a dropped setting.**

If you have set your hearing by Zoom, on your own account, **the court must receive the Zoom details by e-mail within 3 business days or your hearing will be dropped without notice by the court.**