

HEIRSHIPS AND ADMINISTRATIONS

Please ensure that all the following documents are on file. **Contact the court Paralegal to request a review of the file before setting your case for hearing.**

Document Checklists for Heirships and Administrations

Heirship

- ☐ Verified Application
- ☐ Citation by Publication on unknown heirs, Texas Estates Code §51.054
- ☐ Office of Court Administration Affidavit of Citation by Publication, Texas Government Code §72.034 (for cases filed after July 1, 2020)
- ☐ Report of Attorney Ad Litem
- ☐ Waivers or Certified Mail proof from all know adult Heirs
- ☐ Statements of Disinterested Witnesses (2) signed and sworn to by witnesses before a notary
- ☐ E-mail a copy of the Death Certificate or Obituary to Probate Court 1 Paralegal
- ☐ Proposed Heirship Judgment
- ☐ Affidavit of Service of Citation, Texas Estates Code §202.057
- ☐ Order Authorizing Payment of Appointee Fee (Pink Sheet)
- ☐ Payment of the minimum \$600 Ad Litem Fee, or more if applicable, must be confirmed by court as **PAID** to the Attorney Ad Litem before a hearing date will be granted

Independent Administration

- ☐ Application for Independent Administration
- ☐ E-mail a copy of the Death Certificate or Obituary to Probate Court 1 Paralegal
- ☐ Consent to Independent Administration from all Adult Heirs signed and sworn to before a notary
- ☐ Proof of Death and Other Facts signed by applicant or applicant's attorney before a notary
- ☐ Designation of Resident Agent, if applicable
- ☐ Proposed order appointing Independent Administrator

Dependent Administration

- ☐ Application for Dependent Administration
- ☐ Proof of Death and Other Facts signed by applicant or applicant's attorney before a notary
- ☐ E-mail a copy of the Death Certificate or Obituary to Probate Court 1 Paralegal
- ☐ Designation of Resident Agent, if applicable
- ☐ Proposed order appointing Dependent Administrator