

## HEIRSHIPS AND ADMINISTRATIONS

Please ensure that all the following documents, appropriate for your case, are on file before you contact the court for a hearing date. The attorney must complete, sign and e-mail the checklist to the Probate Court No. 1 Administrative Assistant or Staff Attorney to request a hearing.

### Document Checklists for Heirships and Administrations

#### Heirship

- Verified Application
- Publication on unknown heirs through the SA Hart Beat or like publication
- Motion and Order to Appoint Attorney Ad Litem
- Report of Attorney Ad Litem
- Waivers or Certified Mail proof from all know adult Heirs
- Statements of Disinterested Witnesses (2) that are signed and sworn to by witnesses or by unsworn declaration under 132.001 Civil Practice & Remedies Code
- Copy of a Death Certificate, Obituary or some other proof of Decedent's death
- Proposed Heirship Judgment
- 202.057 Affidavit Requirement
- Fiat setting application for hearing (Date and time will be coordinated with Administrative Assistant or Staff Attorney and *only this document* will be e-mailed to same)
- Citation by Publication on the Office of Court Administration website. Required as of 7/1/2020 according to §51.054 of the Texas Estates Code

#### Independent Administration

- Application for Independent Administration
- Copy of a Death Certificate, Obituary or some other proof of Decedent's death
- Consent to Independent Administration from all Adult Heirs either done before a notary or by 132.001 Civil Practice & Remedies Code
- Proof of Death and Other Facts signed by applicant or applicant's attorney either before a notary or by 132.001 Civil Practice & Remedies Code
- Fiat setting application for hearing (Date and time will be coordinated with Administrative Assistant or Staff Attorney and *only this document* will be e-mailed to same)
- Proposed order appointing Independent Administrator

#### Dependent Administration

- Application for Dependent Administration
- Proof of Death and Other Facts signed by applicant or applicant's attorney either before a notary or by 132.001 Civil Practice & Remedies Code
- Copy of a Death Certificate, Obituary or some other proof of Decedent's death
- Fiat setting application for hearing (Date and time will be coordinated with Administrative Assistant or Staff Attorney and *only this document* will be e-mailed to same)
- Proposed order appointing Dependent Administrator

I, \_\_\_\_\_ confirm that all required documents for the hearing I am

Requesting in Cause No. \_\_\_\_\_ are correct and have been e-filed and accepted by the Bexar County Probate Clerk's office.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_