

LUCY ADAME-CLARK

COUNTY CLERK



BEXAR COUNTY

BEXAR COUNTY COURTHOUSE
100 DOLOROSA, SUITE 104
SAN ANTONIO, TEXAS 78205

Instructions for Depositing a Will for Safekeeping in the Bexar County Clerk's Probate Office

Pursuant to Chapter 252.001 of the Texas Estates Code, a testator, or another person for the testator, may deposit the testator's will with the county clerk of the county of the testator's residence.

The filing process in the County Clerk's Probate Office is as follows:

- There is a one-time fee of **\$5.00**.
- The will is sealed in a specialized envelope provided by the County Clerk and placed in a secured fireproof storage cabinet. The wrapper of the will deposited with the County clerk must be endorsed with:
 - (1) "Will of," followed by the name, address, and signature of the testator; and
 - (2) the name and current address of each person who is to be notified of the deposit of the will after the testator's death if the will is deposited under Texas Estates Code Section 252.001 (a) **or** if the will names an executor, the name and last known address, if available, of each executor named in the will, including any alternate executors if the will is deposited under Texas Estates Code Section 252.001 (a-1).
- The deputy clerk does not review the contents of the will. The clerk will issue a certificate of deposit for the will upon receipt.
- During the lifetime of the testator, a will deposited with the county clerk may be delivered only to the testator (person for whom the will is created), or another person authorized by the testator by a sworn written order, in accordance with Texas Estates Code Section 252.051.

For more information, please call the County Clerk's Probate Office at 210-335-2241.