

DFW PROBATE COURTS GUIDELINES

Version 3/11/2021

Collin County

Each document must be filed as a Separate Lead Document but all in the same envelope. Clerk does not accept "attachments." You should have two separate lead documents: 1) Application ("Application" filing code) and 2) Will ("Will//Codicil" filing code). At the prove-up, Judge Copeland will ask for a photocopy of the original Will.

Hearings by Teleconference: Instructions for Collin County Probate hearings by Zoom are attached.

Dallas County

A Will needs to be filed as an *attachment* to the Application. You should have two separate lead documents: 1) Application ("Application" filing code) + Will as attachment, 2) Cover letter, if desired. Basic filing \$242, Issue Citation \$4, and Serve By Posting \$20: total filing fee of \$266.

For determinations of heirship/intestate administrations, file the combined Application along with the standard probate filing fee of \$242, except two separate \$4 fees for Citation, \$20 fee for Service by Posting, plus a \$65 fee for Service by Publication, for a total of \$335. Once get the case number, mail in a check for \$400 for the ad litem deposit.

Hearings by Teleconference: the clerk will send you a Zoom link: two weeks prior to hearing date, hearing documents need to be **e-filed** as attachments to a cover letter (containing a confirmation of the hearing date), along with \$2.00 for Order fee, ready for printing and use in court. Also remember to get to the hearing early, as they schedule by check in. **For Probate Court 2**, there is a document regarding instructions for video hearings, which available on its [website](#).

Probate Court 2 requires that the applicant post notice on any application for determination of heirship. This is in addition to the published citation that is published in a local newspaper. When an application for determination of heirship is combined with an application for an independent administration, the Clerk will usually post notice. The attorney should check, however, to ensure that the determination of heirship is referenced in this posted notice in addition to the administration request. Probate Court 2 also has Proof Addenda forms that must be added to proofs for prospective executors/administrators and for disinterested witnesses.

None of the courts are comfortable with accepting unsworn declarations in lieu of notarized forms, especially in the case of inventories and any document which may affect property rights.

When filing the Inventory, be sure to include an address for all accounts (bank, brokerage, investment), which may be a local branch or the headquarters.

Denton County

Denton County has specific notice requirements under its [Local Rules](#), and requires submission of a Certificate of Compliance and Hearing Request Checklist before granting a hearing date. There

is also a General Information Form for the proposed personal representative.

Tarrant County

Each document must be filed as a Separate Lead Document but all in the same envelope. You should have three separate lead documents: 1) Application ("Application" filing code), 2) Will ("Will//Codicil" filing code), and 3) The Tarrant County "[Supplement Probate Case Information Sheet](#)" ("Application" filing code). Per Tarrant County Local Rules, all documents filed must have the filing attorney's information, which may be accomplished by adding a "filing submission acknowledgment" page. The Proof of Death and the Oath are signed in front of the clerk, not the judge. At the hearing, signings will be done electronically - although the judge will often sign copies of the Order.

Hearings by Teleconference: The clerk will send a Zoom link. Must send in the hearing documents at least 10 days prior to the hearing, all as separate lead documents.

(COLLIN COUNTY) Instructions for Zoom Hearings

Zoom is available for all computers, Android phones, and iPhones/iPads, and has worked very well for us so far. Please help us by working with your clients/witnesses on this as best you can.

You do NOT need to purchase a Zoom license – our license allows you to use the free version. I will host the ‘Meeting.’ I ask that you not join any earlier than about 15 minutes prior to your hearing – this will help prevent connection problems.

PLEASE NOTE: As instructed by the OCA, all hearings are open to the public to fulfill Texas Constitution’s open courts requirement.

-This link should automatically connect you: <https://zoom.us/j/9725483810>

-If it does not, go to <https://zoom.us>, click ‘Join a Meeting’ near the top right corner, and enter our ‘Meeting ID’ when prompted: 972-548-3810. There is no password.

-If all else fails, you can also call in using the following phone numbers: (When prompted for ‘Meeting ID’ enter 972-548-3810, if prompted for ‘Participant ID’ just enter ‘#’. Due to extremely high demand, these phone numbers may fail to connect or result in a busy signal

301-715-8592
253-215-8782
346-248-7799
646-558-8656
669-900-9128
312-626-6799

Please E-MAIL all SIGNED court documents (proposed proof and oath signed, and orders) prior to the hearing to probate@co.collin.tx.us. All other documents will continue to be E-filed including requests for letters.

Thank you