



**OFFICE OF DIANE TRAUTMAN**  
COUNTY CLERK, HARRIS COUNTY, TEXAS  
PROBATE COURTS DEPARTMENT

## ATTORNEY'S LETTER REQUEST FORM

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

Docket No. \_\_\_\_\_ Court No. \_\_\_\_\_ No. Of letters ordered @\$2.00 each \_\_\_\_\_

Name of Estate/Guardianship: \_\_\_\_\_

**ORDER INFORMATION:**

Attorney Ordering: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Method of Payment: Check No. \_\_\_\_\_ Amt. \_\_\_\_\_

**Name and address if letters are to be mailed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize the County Clerk to mail this order to me by regular U.S. Mail and release the County Clerk of any and all responsibility of my failure to receive same.

\_\_\_\_\_  
**Signature of Person Ordering**

- Letters ordered by noon, shall be ready for pick up by 3 p.m. the day ordered; after noon, letters shall be ready the following day.
- Letters must be ordered within the hour of court appearance if letters are to be picked up the same afternoon
- Please attach check to the form.
- This order must be filled out in full to assure proper handling.