

## NOTICE

### **THE HARRIS COUNTY CLERK'S OFFICE IS ACCEPTING PRE-ORDERS FOR LETTERS TESTAMENTARY AND INDEPENDENT ADMINISTRATION**

Letters Testamentary and Independent Administration will be prepared in advance and available for pick up in the Probate Clerk's Office located on the 8th Floor after your hearing.

#### **REQUIREMENTS:**

- 1. At the time of e-filing**, please submit the **ORDER** Admitting Will or the **ORDER** for Independent Administration.
- 2. You may order and pay** for Letters at the time of filing. Please select issue letters of Testamentary under optional services and enter number of letters requested. Please note in the comment section that you are pre-ordering letters. If letters are not requested at the initial filing you may order letters 3 business days before the date of the hearing - NO EXCEPTIONS. If Letters are not ordered by the deadline, you may order them after the hearing and they will be available for pick-up or will be mailed after 3:00 p.m. if ordered before 12:00 pm. Pre-orders apply to Letter Requests ONLY. Request for Copies may be placed with the Clerk's Office **AFTER** your hearing.
  - ❖ There will be **NO REFUNDS** after **60 days from initial payment** on pre-ordered Letter Requests
    - The Order Appointing the Personal Representative must be signed **within 60 days** of the initial filing or the Letter Request will be VOIDED.
    - Only 2 Passes and/or Re-sets will be allowed before the Letter Request is VOIDED.
- 3. The Personal Representative's Oath** must be administered by or submitted to the Court Clerk in the Courtroom after the Order is signed.
- 4. Once the Order is signed** by the Court, the Testimony signed, and the Oath has been taken, the Letters will be available for Pick-up on the 8th Floor in the Probate Clerk's Office.