

# Tarrant County Clerk - Probate Division

## New Case Filings E-file Reference Guide

Case Filing	EFile Case Category	EFile Case Type	Standard Optional Services	Note
Decedent - Temporary Administration	Probate	Dependent Administration (\$256) (\$24 Poster Citation Included in initial filing fee)	To prepare in advance for Letters and Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (2) and for Letters select (Issue Letters Testamentary, Guardianship, or Administration (\$2.00) and enter the quantity desired. Service by Constable select (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00). Service copies required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity. The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies.	After you submit your filing envelope immediately call the Clerk's Office at 817-884-1770 and let them know a Temporary Administration has been filed and reference the filing envelope. ***See below for Court Rule on Private Process Servers.
Decedent - Dependent Administration	Probate	Dependent Administration (\$256) (\$24 Poster Citation Included in initial filing fee)	To prepare in advance for Letters and Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (2) and for Letters select (Issue Letters Testamentary, Guardianship, or Administration (\$2.00) and enter the quantity desired.	After your hearing, additional Letters or copies of Order may be purchased at our Customer Service counter in room 233. Please call 817- 884-2841 or 817-884-2840 with any questions.
Decedent - Dependent Administration And Determination Of Heirship	Probate	Dependent Administration (\$256) (\$24 Poster Citation Included in initial filing fee)	Citation by Publication is required on all Determination of Heirship proceedings. Select (Issue Citation - Publication (\$129.00) through Optional Services and enter quantity as (1). To prepare in advance for Letters and Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (2) and for Letters select (Issue Letters Testamentary, Guardianship, or Administration (\$2.00) and enter the quantity desired.	Clerk will return filing if Citation by Publication is not selected through Optional Services. ** See note below on required Attorney Ad Litem deposit fee on all Determination of Heirship
Decedent- Probate of Foreign Will (Letters)(Dependent Administration)	Probate	Dependent Administration (\$256) (\$24 Poster Citation Included in initial filing fee)	To prepare in advance for Letters and Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (2) and for Letters select (Issue Letters Testamentary, Guardianship, or Administration (\$2.00) and enter the quantity desired.	After your hearing, additional Letters or copies of Order may be purchased at our Customer Service counter in room 233. Please call 817- 884-2841 or 817-884-2840 with any questions.
Decedent - Letters Testamentary (Independent)	Probate	Letters Testamentary (\$256) (\$24 Poster Citation Included in initial filing fee)	To prepare in advance for Letters and Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (2) and for Letters select (Issue Letters Testamentary, Guardianship, or Administration (\$2.00) and enter the quantity desired.	After your hearing, additional Letters or copies of Order may be purchased at our Customer Service counter in room 233. Please call 817- 884-2841 or 817-884-2840 with any questions.
Decedent - Independent Administration with Will Annexed	Probate	Independent Administration (\$256) (\$24 Poster Citation Included in initial filing fee)	To prepare in advance for Letters and Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (2) and for Letters select (Issue Letters Testamentary, Guardianship, or Administration (\$2.00) and enter the quantity desired.	After your hearing, additional Letters or copies of Order may be purchased at our Customer Service counter in room 233. Please call 817- 884-2841 or 817-884-2840 with any questions.
Decedent - Independent Administration And Determination Of Heirship	Probate	Independent Administration (\$256) (\$24 Poster Citation Included in initial filing fee)	Citation by Publication is required on all Determination of Heirship proceedings. Select (Issue Citation - Publication (\$129.00) through Optional Services and enter quantity as (1). To prepare in advance for Letters and Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (2) and for Letters select (Issue Letters Testamentary, Guardianship, or Administration (\$2.00) and enter the quantity desired.	Clerk will return filing if Citation by Publication is not selected through Optional Services. ** See note below on required Attorney Ad Litem deposit fee on all Determination of Heirship
Decedent- Probate of Foreign Will (Letters)(Independent Administration)	Probate	Independent Administration (\$256) (\$24 Poster Citation Included in initial filing fee)	To prepare in advance for Letters and Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (2) and for Letters select (Issue Letters Testamentary, Guardianship, or Administration (\$2.00) and enter the quantity desired.	After your hearing, additional Letters or copies of Order may be purchased at our Customer Service counter in room 233. Please call 817- 884-2841 or 817-884-2840 with any questions.
Decedent - Determination of Heirship -No Administration	Probate	Other Estate Proceedings (\$232)	Citation by Publication is required on all Determination of Heirship proceedings. Select (Issue Citation - Publication (\$129.00) through Optional Services and enter quantity as (1). Poster Citation required on Determination of Heirship proceedings. Select Service-Constable-Posting (\$24). Note: Clerks \$4 citation issuance fee included in the Service-Constable-Posting (\$24).	Clerk will return filing if Citation by Publication and Service-Constable- Posting (\$24) is not selected through Optional Services. See ** note below on required Attorney Ad Litem deposit fee on all Determination of Heirship proceedings.
Decedent - Muniment of Title	Probate	Muniment of Title (\$256) (\$24 Poster Citation Included in initial filing fee)	To prepare in advance for Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (1). Prepay for plain or certified copies of Will and Order by selecting (Copies - Non-Certified (\$1.00) and enter a quantity and certification by selecting (Copies - Certified (\$5.00) and entering quantity of certifications desired.	After your hearing, additional Letters or copies of Order may be purchased at our Customer Service counter in room 233. Please call 817- 884-2841 or 817-884-2840 with any questions.
Decedent- Application to Open Safety Deposit Box	Probate	Other Estate Proceedings (\$232)	To prepare in advance for Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (1). Prepay for plain or certified copies of Will and Order by selecting (Copies - Non-Certified (\$1.00) and enter a quantity and certification by selecting (Copies - Certified (\$5.00) and entering quantity of certifications desired.	After your hearing, additional Letters or copies of Order may be purchased at our Customer Service counter in room 233. Please call 817- 884-2841 or 817-884-2840 with any questions.
Decedent - Emergency Intervention Application (funeral, burial, rental)	Probate	Other Estate Proceedings (\$232)	Judge Signature Fee (\$2.00) included in filing fee. Prepay for plain or certified copies of Order by selecting (Copies - Non-Certified (\$1.00) and enter a quantity and certification by selecting (Copies - Certified (\$5.00) and entering quantity of certifications desired.	After you submit your filing envelope immediately call the Clerk's Office at 817-884-1770 and let them know a Emergency Intervention has been filed and reference the filing envelope.
Decedent- Application to Produce Will (Chapter 252)	Probate	Other Estate Proceedings (\$232)	To prepare in advance for Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (1). Prepay for plain or certified copies of Order by selecting (Copies - Non-Certified (\$1.00) and enter a quantity and certification by selecting (Copies - Certified (\$5.00) and entering quantity of certifications desired. Service by Constable select (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00). Service copies are required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity. The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies.	***See below for Court Rule on Private Process Servers.
Decedent- Small Estate Affidavit	Probate	Small Estate Proceedings (\$268) (\$24 Poster Citation Included in initial filing fee)	Filing Fee includes one certified copy and Judge Signature Fee. For additional copies you may prepay for plain or certified copies of Order by selecting (Copies - Non-Certified (\$1.00) and enter a quantity and certification by selecting (Copies - Certified (\$5.00) and entering quantity of certifications desired.	When filing a Small Estate Affidavit, enter first distributee as Applicant since E-file has Applicant as a default party. Any additional distributee's, select ADD PARTY and select Distributee.
Decedent- Trust Modification (Not related to estate or guardianship)	Probate	Other Estate Proceedings (\$232)	To prepare in advance for Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (1). Prepay for plain or certified copies of Order by selecting (Copies - Non-Certified (\$1.00) and enter a quantity and certification by selecting (Copies - Certified (\$5.00) and entering quantity of certifications desired.	Note: Applicant and Decedent are the default parties in E-file for this case type. Please enter a comment within your e-filing envelope instructing the clerk to change party types after acceptance of filing.
Decedent- Probate of Foreign Will (Recording Only)	Probate	Other Estate Proceedings (\$232)	To prepare in advance for Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (1). Prepay for plain or certified copies of Order by selecting (Copies - Non-Certified (\$1.00) and enter a quantity and certification by selecting (Copies - Certified (\$5.00) and entering quantity of certifications desired.	After your hearing, additional Letters or copies of Order may be purchased at our Customer Service counter in room 233. Please call 817- 884-2841 or 817-884-2840 with any questions.
Chapter 1351 - Sale of Property of Minor	Probate	Other Estate Proceedings (\$232)	To prepare in advance for Judge Signature select (Judge Signatures (\$2.00) and enter quantity as (1). Prepay for plain or certified copies of Order by selecting (Copies - Non-Certified (\$1.00) and enter a quantity and certification by selecting (Copies - Certified (\$5.00) and entering quantity of certifications desired.	After your hearing, additional Letters or copies of Order may be purchased at our Customer Service counter in room 233. Please call 817- 884-2841 or 817-884-2840 with any questions.
Guardianship - Adult (Temporary)	Probate - Guardianship	Guardianship - Adult (\$232)	Select Service by Constable (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00) and enter quantity as (1). Service copies are required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity. Poster Citation required, Select Service-Constable-Posting (\$24) and enter quantity as (1). Note: Clerks \$4 citation issuance fee is included in the Service-Constable-Posting (\$24). The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies. Criminal background search required on each applicant. Select Background Check (\$10) and enter quantity.	See **** note below on required Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship. ***See below for Court Rule on Private Process Servers. Criminal background search required on each applicant. After you submit your filing envelope immediately call the Clerk's Office at 817-884-1390 and let them know a Temporary Guardianship has been filed and reference the filing envelope.
Guardianship - Adult (Temporary & Permanent)	Probate - Guardianship	Guardianship - Adult (\$232)	Select Service by Constable (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00) and enter quantity as (2). Service copies required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity (double the page count of application to calculate quantity). Poster Citation required Select Service- Constable-Posting (\$24) and enter quantity as (2). Note: Clerks \$4 citation issuance fee included in the Service-Constable-Posting (\$24). The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies. Criminal background search required on each applicant. Select Background Check (\$10) and enter quantity.	See **** note below on required Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship. *** See Court Rule on Private Process Servers. Criminal background search required on each applicant. After you submit your filing envelope immediately call the Clerk's Office at 817-884-1390 and let them know a Temporary Guardianship has been filed and reference the filing envelope number.
Guardianship - Adult (Person only, Estate only, Person & Estate)	Probate - Guardianship	Guardianship - Adult (\$232)	Select Service by Constable (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00) and enter quantity as (1). Service copies are required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity. Poster Citation required Select Service-Constable-Posting (\$24) and enter quantity as (1). Note: Clerks \$4 citation issuance fee is included in the Service-Constable-Posting (\$24). The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies. Criminal background search required on each applicant. Select Record Search (\$10) and enter quantity.	See **** note below on required Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship. See *** note below grid on Private Process Servers. Criminal background search required on each applicant.

Guardianship Trust or QIT Trust)	(Management	Probate - Guardianship	Guardianship Management Trust (\$232)	Select Service by Constable (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00) and enter quantity as (1). Service copies are required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity. Poster Citation is required. Select Service-Constable-Posting (\$24) and enter quantity as (1). Note: Clerks \$4 citation issuance fee is included in the Service-Constable-Posting (\$24). The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies.	See **** note below on required Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship. See **** below for Court Rule on Private Process Servers.
Guardianship - Minor Permanent)	(Temporary &	Probate - Guardianship	Guardianship - Minor (\$256) (\$24 Poster Citation Included in initial filing fee)	Select Service by Constable (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00) and enter quantity as (2). Service copies are required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity (double the page count of application to calculate quantity). An additional Poster Citation required on Temporary and Permanent Guardianship. Select Service-Constable-Posting (\$24) and enter quantity as (1). Note: Clerks \$4 citation issuance fee is included in the Service- Constable-Posting (\$24). The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies. Criminal background search required on each applicant. Select Record Search (\$10) and enter quantity.	See **** note below on required Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship. See **** note below grid on Private Process Servers. Criminal background search required on each applicant. After you submit your filing envelope immediately call the Clerk's Office at 817-884-1390 and let them know a Temporary Guardianship has been filed and reference the filing envelope.
Guardianship - Minor	(Temporary)	Probate - Guardianship	Guardianship - Minor (\$256) (\$24 Poster Citation Included in initial filing fee)	Select Service by Constable (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00) and enter quantity as (1). Service copies are required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity. The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies. Criminal background search required on each applicant. Select Record Search (\$10) and enter quantity.	See **** note below on required Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship. ***See Court Rule on Private Process Servers. Criminal background search required on each applicant. After you submit your filing envelope immediately call the Clerk's Office at 817-884-1390 and let them know a Temporary Guardianship has been filed and reference the filing envelope.
Guardianship - Minor Estate only, Person & Estate)	(Person only,	Probate - Guardianship	Guardianship - Minor (\$256)	Select Service by Constable (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00) and enter quantity as (1). Service copies are required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity. The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies. Criminal background search required on each applicant. Select Record Search (\$10) and enter quantity.	See **** note below on required Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship. ***See Court Rule on Private Process Servers. Criminal background search required on each applicant.
Ancillary - All Other Estate Proceedings		Probate - Other	Probate - Other (\$232)	Service by Constable select (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00). Service copies are required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity. The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies.	***See Court Rule Private Process Servers.
Ancillary - Dependent Administration		Probate - Other	Probate - Other (\$232)	Service by Constable select (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00). Service copies are required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity. The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies.	***See Court Rule on Private Process Servers.
Ancillary - Guardianship (Adult)		Probate - Other	Probate - Other (\$232)	Service by Constable select (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00). Service copies required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity. The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies.	***See Court Rule on Private Process Servers.
Ancillary - Guardianship (Minor)		Probate - Other	Probate - Other (\$232)	Service by Constable select (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00). Service copies required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity. The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies.	***See Court Rule on Private Process Servers.
Ancillary - Independent Administration		Probate - Other	Probate - Other (\$232)	Service by Constable select (Service - Constable - Personal Service (\$75) & (Issue citation (\$4.00). Service copies required to be attached to citation so add (Copies - Non-Certified (\$1.00) and enter a quantity. The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies.	***See Court Rule on Private Process Servers.

\*\* Pursuant to Administrative Order dated 1/1/08, an Attorney Ad Litem fee of \$400 is to be collected at time of filing all Applications to Declare Heirship. Credit Card payment is now accepted for the Ad Litem Deposit.

<https://certifiedpayments.net/>

Click certified payment link above and enter Bureau Code 9254973 and call Clerks' Office at 817-884-1770 to notify payment has been made.

[Administrative Order - \\$400 Ad Litem Fee Required on Determination of Heirship Applications](#)

\*\*\* Private Process Servers- A Motion and Order for Service by Private Process is required in every instance. Select Filing Code (Application) and attach (Proposed Order) and be sure to add the issuance ( Issue citation \$4.00) and service copy fees (Copies - Non-Certified (\$1.00) through Optional Services.

<https://certifiedpayments.net/>

Click certified payment link above and enter Bureau Code 9254973 and call Clerks' Office at 817-884-1770 to notify payment has been made.

\*\*\*\* Pursuant to Administrative Order dated 4/16/14, an Attorney Ad Litem fee of \$500 is to be collected at time of filing all Applications for Guardianship. Credit Card payment is now accepted for the Ad Litem Deposit.

[Administrative Order - Ad Litem Fee Required on Each Guardianship Application](#)

[Probate Supplemental Information Sheet \(required on new case filings\)](#)

[Statewide Civil Information Sheet \(required on new case filings\)](#)

[Court Rules for E-filing in the Tarrant County Probate Courts](#)

COMPLETE HEARING DOCUMENTS (blanks filled in):

- Proposed Proof of Death and Other Facts
- Proposed Order Admitting Will
- Proposed Oath

E-FILE COMPLETED HEARING DOCUMENTS (as a subsequent filing)(as Lead Documents) three (3) days in advance of hearing date.

E-File Copy of Last Will & Testament/ Codicil(s) (as separate Lead Document(s))

Original Will and Codicil(s) bring in person to Customer Service Counter Room 233 or mail to Tarrant County Clerk - Probate 100 W. Weatherford Street Room 233 Fort Worth, TX 76196

Rule 213(d)(2) provides: When a party electronically files an application to probate a document as an original will, the original will must be filed with the clerk within three business days after the application is filed.