



Tarrant County 1895 Courthouse

Mary Louise Nicholson, Tarrant County Clerk
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100 W. Weatherford St. Rm. B90
Fort Worth Texas 76196-0401

Instructions for Depositing a Will for Safekeeping in the Tarrant 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 administrative fee of \$5.00.
- The will is sealed in an envelope and placed in a secure fireproof storage cabinet. The deputy clerk does not review the contents of the will. The clerk will issue a certificate of deposit for the will upon receipt.
- The will may be removed at any time by the testator (person for whom the will is created), or, with a sworn written order, a person authorized by the testator may request to remove the will but must provide identification satisfactory to the clerk – *Texas Estates Code Sec. 252.051*.
- Further details of the process may be found in *Chapter 252 of the Texas Estates Code*.

For more information, please call the Tarrant County Clerk's Probate office at 817-884-1770.