

## Announcement

Beginning in March, 2015, Judge Wood will be holding uncontested probate hearings in the following Justice of the Peace Courtroom:

Judge Holly Williamson, Precinct 8, Place 1      First Thursday of each month, 10:00 am  
7330 Spencer Highway, Pasadena, Texas 77505-1824  
Judge Don Coffey, Precinct 3, Place 2,              First Thursday of each month, 11:30 am  
701 W. Baker Road, Baytown, Texas 77521

The procedure to follow:

1. When you e-file the application for probate, tell the Harris County Clerk you desire a JP hearing, whichever the Probate Court to which the case is assigned. Remember, a **copy** of the will must be e-filed with the application to probate; the **original will** must be delivered to the Court to which the case is assigned three days before the hearing on the application.
2. When you call Probate Court No. 2 to set a probate hearing, you will be asked if you wish to have it heard in a JP courtroom. If you say yes, you will be given the date of the next hearing in that JP courtroom in accordance with the above schedule.
3. If your case is pending in one of the other three probate courts, call that court and request to have your case transferred to Court No. 2, which transfer may or not be granted. It is your responsibility to prepare the transfer order, and take it to the transferring court to be signed, then to Court No. 2. **After the case is transferred**, call Court No. 2 and request a JP hearing. **Cases in the other probate courts may be heard without a transfer, but letters will not be issued in the JP courtroom.**
4. **Before you set the hearing, pay the Harris County Clerk for as many copies of letters testamentary or letters of administration as you desire.** This may be done when the application for probate is filed (preferably), or three or more days thereafter.
5. If you bring the personal representative to the hearing, after the will is admitted to probate, he or she will be administered the oath in the courtroom, **and letters testamentary or letters of administration will be handed to you in the courtroom before you leave, if there is a receipt in the file from the Harris County Clerk reflecting payment for the letters.**
6. If you choose not to bring the personal representative to the hearing, or if you do not have a receipt, you will get copies of letters from the clerk's office in accordance with current practices. **You will not be able to pay for letters at the remote courthouses, either to the Harris County Clerk or to the Probate Court No. 2 staff.** If you desire copies of your order, you will have to order that from the Clerk downtown.
7. If you are going to file an amended application to change the appointee, do so more than three days before the hearing, so correct letters can be prepared.
8. **PROOFREAD YOUR APPLICATIONS AND ORDERS**, to assure precise conformity between the will and order, so the letters can be prepared correctly.
9. **IF ANY CONTESTED CASE WHATSOEVER IS FILED IN A CASE TRANSFERRED PURSUANT TO THIS PROCEDURE, THE CASE AND ALL SUB-DOCKETS WILL BE REASSIGNED TO THE ORIGINAL COURT.**
10. Heirship proceedings and applications for independent administration, with consent of all heirs, may also be heard in JP courtrooms.
11. Lawyers are **not** required to wear coats and ties for hearings in the Justice of the Peace courtrooms. Business casual is acceptable dress.