

Announcement – Letters in the Courtroom

Beginning on Tuesday, August 4, 2009, **Letters Testamentary** and **Letters of Independent and Dependent Administration** will be prepared in advance by the Harris County Probate Court No. 2 staff and delivered to the appointee in the Courtroom. There will no longer be a need for attorneys and their clients to go to the Harris County Clerk's office on the 8th Floor of the Harris County Civil Courthouse after the hearing to order Letters.

In order to be able to obtain Letters in the Courtroom, the following steps **must occur**:

1. You must pay the Harris County Clerk for the number of letters you desire to be issued, at least three business days before the date of the hearing. The **court staff cannot accept payment for the letters ever**, either in the Probate Court No. 2 front office or in the courtroom. The Deputy Clerk cannot accept money for letters in the Courtroom. If there is not a receipt in the court file indicating payment for the letters has been made, the letters will not be prepared.

2. The appointee must be present, to take his or her oath in the courtroom. An oath taken before the order is signed is not valid.

3. Once the order is signed by the court, the testimony is signed by the witness, and the Deputy Clerk has administered the oath, another Deputy Clerk will sign the prepared letters and deliver them to you and your client.

4. For Letters of Dependent Administration, the bond must also be issued, filed, and approved. It may not be possible for that all to occur in time for the Letters of Administration to be delivered in the courtroom, but it can still be accomplished.

Letters of Independent Administration that are issued after a hearing in an Heirship proceeding can also be obtained in the courtroom, if paid for in advance, under the same circumstances described above.