

How to get paid when fees are to be paid from Harris County Treasury

The Appointee Fee Order will be signed.

The Order goes to the Probate Clerk's Office for microfilm.

After the Order comes back from microfilm, (usually around 2-3 business days) please order a certified copy of that Order.

Any questions for the Probate Clerk's Office, please call at: 713-274-8585.

The Auditor's office is no longer allowing attorneys to drop their fees off at the reception desk on the 8th floor. The attorneys may email, fax or mail a certified order to Tijuana Smith (see info below).

Tijuana Smith | Supervisor – Accounts Payable

Harris County | Auditor's Office

1001 Preston, Suite 800

Houston, TX 7002

Phone: 832.927.4594

Email Tijuana.smith@aud.hctx.net

Fax: 713/755-8842

If you have questions for the Auditor, please call them at 713-755-5120.

Complete a W-9 form for the IRS. (see attached link: <https://treasurer.harriscountytexas.gov/pages/forms.aspx#> and select W-9 Form.

Please include the W-9 at the same time when submitting the Appointee Fee Order.

Please make sure it has Probate Court #2's account number on it, (for Probate Court #2 only) if it does not have it on the Order, you will not get paid. Each Probate Court has their own individual Court account number.

It takes approximately 4-6 weeks (maybe longer) to get you into system and a check will be mailed to you.

You can see if a check has been sent to you by visiting the Treasurer's website at: <https://treasurer.harriscountytexas.gov/pages/default.aspx> under Financial Information, and click "Monthly Disbursement Report".