

**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 prepay 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 are required to be attached to the citation so add (Copies - Non-Certified (\$1.00) and enter a quantity. The Clerk's Office requires a cover letter detailing instructions such as name and address of person to be served and the petition for service and referencing applicable included fees for copies.	<b>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.</b>
Decedent - Dependent Administration	Probate	Dependent Administration (\$256) \$24 Poster Citation Included in initial filing fee.	To prepay 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.	<b>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.</b>
Decedent - Dependent Administration And Determination Of Heirship	Probate	Dependent Administration (\$256) \$24 Poster Citation Included in initial filing fee.	<b>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).</b> To prepay 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.	<b>Clerk will return filing if Citation by Publication is not selected through Optional Services Attorney Ad Litem deposit fee on all Determination of Heirship proceedings.</b>
Decedent - Letters Testamentary (Independent)	Probate	Letters Testamentary (\$256) \$24 Poster Citation Included in initial filing fee.	To prepay 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.	<b>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.</b>
Decedent - Independent Administration with Will Annexed	Probate	Independent Administration (\$256) (\$24 Poster Citation Included in initial filing fee)	To prepay 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.	<b>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.</b>
Decedent - Independent Administration And Determination Of Heirship	Probate	Independent Administration (\$256) \$24 Poster Citation Included in initial filing fee.	<b>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).</b> To prepay 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.	<b>Clerk will return filing if Citation by Publication is not selected through Optional Services. Attorney Ad Litem deposit fee on all Determination of Heirship proceedings.</b>
Decedent- Probate of Foreign with Letters (Independent Administration)	Probate	Independent Administration (\$256) \$24 Poster Citation Included in initial filing fee.	To prepay 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.	<b>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.</b>
Decedent - Determination of Heirship No Administration	Probate	Other Estate Proceedings (\$232)	<b>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).</b> 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).	<b>Clerk will return filing if Citation by Publication (\$129) and Service-Constable-Posting (\$24) is not selected through Optional Services. Attorney Ad Litem deposit fee required on all Determination of Heirship proceedings.</b>
Decedent - Muniment of Title	Probate	Muniment of Title (\$256) \$24 Poster Citation Included in initial filing fee.	To prepay 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.	<b>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.</b>

Decedent- Application to Open Safety Deposit Box	Probate	Other Estate Proceedings (\$232)	To prepay 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.	<b>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.</b>
Decedent - Emergency Intervention Application (funeral, burial, rental)	Probate	Other Estate Proceedings (\$232)	To prepay 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.	<b>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.</b>
Decedent- Application to Produce Will (Chapter 252)	Probate	Other Estate Proceedings (\$232)	To prepay 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.	
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.	<b>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.</b>
Decedent- Trust Modification (Not related to estate or guardianship)	Probate	Other Estate Proceedings (\$232)	To prepay 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.	<b>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.</b>
Decedent- Probate of Foreign Will (Recording Only)	Probate	Other Estate Proceedings (\$232)	To prepay 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.	<b>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.</b>
Chapter 1351 - Sale of Property of Minor	Probate	Other Estate Proceedings (\$232)	To prepay 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.	<b>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.</b>
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.	<b>Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship.</b>
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 (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.	<b>Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship.</b>

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.	<b>Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship.</b>
Guardianship (Management Trust or QIT Trust)	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 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.	<b>Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship.</b>
Guardianship – Minor (Temporary & Permanent)	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.	<b>Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship.</b>
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 (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.	<b>Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship.</b>
Guardianship - Minor Person only, Estate only, Person & Estate	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.	<b>Attorney Ad Litem deposit fee to be collected at time of filing Application for Guardianship.</b>
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.	
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.	
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.	
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.	

**\*\* 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 and \$500 on Guardianships. Credit Card payment is now accepted for the Ad Litem Deposit.**  
[nCourt Online Credit Card Attorney Ad Litem Payment](#)  
**Click credit card payment link above and call Clerks' Office at 817-884-1770 to notify attorney ad litem payment has been made.**