



HON. PAMELA MEDINA
Presiding Judge
HARRIS COUNTY PROBATE COURT NO. TWO

201 Caroline, Suite 680 ★ Houston, Texas 77002 ★ (832) 927-1402 ★ Fax: (832) 927-1432 ★
<https://probatect2.harriscountytexas.gov>

Heirship and Administration Checklist

Updated August 23, 2023

Please be sure to complete the following *prior* to your heirship / administration hearing:

Heirships:

Application is verified by the applicant [§ 202.007]

Notice Requirements

- Return of Citation by mail on known persons [§ 202.051] is on file
 - Distributees age 12 and over; or
 - Parent, conservator, or guardian of distributee under 12
- Waivers of Citation (in lieu of Citation by mail above) [§ 202.052] are on file
 - Signed by persons 18 years of age or older
 - Parent, conservator, or guardian of a distributee under 12
 - NOTE: minors aged 12-17 cannot waive citation.
- Return of Citation by Publication requested and issued [§ 202.052; see also § 51.054(a)] is on file
 - Newspaper; and
 - Office of Court Administration
- Notice of hearing SHALL be served on all interested persons who file a notice of appearance [TRCP 21]

Complete and file the Affidavit of Service of Citation [§ 202.057]

Proposed Witness Testimony is filed (for in-person hearings only. Not required for remote hearings)

Proposed Order filed

- Should be signed by the applicant's counsel and the attorney ad litem
- Shares should be represented in fractions, not percentages.

Administrations:

- Citation by Posting has been requested and received. [§ 303.001]
 - Hearing request is for a date after the return date
- Consents to Independent Administration (if applicable) [§ 401.003]
 - NOTE: Distributees must agree to the independent administration and designate a qualified person, firm, or corporation to serve without bond. Merely stating that an independent administration is in the best interest of the estate and NOT designating a person, firm, or corporation to serve without bond is not a proper Consent. [§ 401.003(a)]
 - ALSO NOTE: the APPLICANT must execute a consent if she/he does not sign the application
- Notice Requirements
 - Independent Administrations:
 - All distributees SHALL be served with Citation and Notice unless such person waives citation and notice (of the hearing date) or enters an appearance. [§ 401.004]
 - Dependent Administrations
 - A copy of the application SHALL be served by certified mail return receipt requested or by e-service on all persons who have an equal or higher right to serve: See TEC 304.001 for order of persons qualified to serve
 - Proof of notice to such person shall be e-filed
 - Notice of hearing SHALL be served on all interested persons who file a notice of appearance [TRCP 21]
- Proposed Order filed