TARRANT COUNTY PROBATE COST LIST
EFFECTIVE: September 3, 2018

CHECKS PAYABLE TO:

MARY LOUISE GARCIA, COUNTY CLERK

TARRANT COUNTY COURTHOUSE
FORT WORTH, TX 76196-0401 (817) 884-1770

Accept: MasterCard, Visa, American Express & Discover

Administering Oath 2.00
Letters will not be released until this fee, and any other applicable fees, are paid in full.
The Administer Oath fee and Judges Signature fee may be paid in person at our customer service desk in room 233 before or after the hearing. At this time, the fee to Administer the Oath is not available in Optional Services in eFileTexas. However, for your convenience, you may prepay the Administer Oath fee by credit card through *https://certifiedpayments.net/* and entering Bureau Code 3272308. Please call the clerk at 817-884-2841 to notify payment has been made.

Court Rules For E-Filing in the Tarrant County Probate Courts
New Case Filings E-file Reference Guide (must zoom in to enlarge)
Subsequent Filing Code Instruction Guide

PROBATE OF WILL FOR LETTERS TESTAMENTARY – Includes fee for Citation by Posting..... **256.00**
eFile under Case Type **Letters Testamentary -** To pay in advance for *Judges Signature fee ($4.00)* and for *Letters*, select fees in *Optional Services*

PROBATE OF WILL AS A MUNIMENT OF TITLE - Includes fee for Citation by Posting **256.00**
eFile under Case Type **Muniment of Title** - To pay in advance for *Judges Signature fee ($2.00)* select fee in *Optional Services*

DEPENDENT ADMINISTRATION - Includes fee for Citation by Posting **256.00**
eFile under Case Type **Dependent Administration** - To pay in advance for *Judges Signature fee ($4.00)* and for *Letters* select fees in *Optional Services*

INDEPENDENT ADMINISTRATION - Includes fee for Citation by Posting **256.00**
eFile under Case Type **Independent Administration** -To pay in advance for *Judges Signature fee ($4.00)* and for *Letters* select fees in *Optional Services*

Ch. 151 APPLICATION TO OPEN SAFETY DEPOSIT BOX - 232.00
eFfile under Case Type **Other Estate Proceedings –** citation by posting not included and not required at time of filing

Ch. 152 Emergency Intervention (funeral, burial, rental) 232.00
eFfile under Case Type **Other Estate Proceedings –** citation by posting not included and not required at time of filing

Ch. 1351 Sale of Property of Minor 232.00
eFfile under Case Type **Other Estate Proceedings –** citation by posting not included and not required at time of filing

FOREIGN WILL – RECORDING ONLY (501.004) 232.00
eFfile under Case Type **Other Estate Proceedings –** citation by posting not included and not required at time of filing

CH. 252 WILL DEPOSIT OR APPLICATION TO PRODUCE WILL 232.00
eFfile under Case Type **Other Estate Proceedings –** citation by posting not included and not required at time of filing
The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies

SMALL ESTATES (includes 1 certified copy, citation by posting, and Judges Signature fee) **268.00**
eFfile under Case Type **Small Estate Proceedings**

TRUST MODIFICATION – **232.00**
eFfile under Case Type **Other Estate Proceedings –** citation by posting not included and not required at time of filing

ANCILLARY ACTION **232.00**
eFfile under Case Type **PROBATE -OTHER**
The Clerk's Office recommends to include a cover letter detailing instructions for service and referencing applicable included fees for copies

**** 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. Credit Card payment is now accepted for the Ad Litem Deposit.**
https://certifiedpayments.net/
Click certified payment link above and enter Bureau Code 9254973 and call Clerks' Office at 817-884-1770 to notify payment has been made.

HEIRSHIP – NO ADMINISTRATION – eFfile under Case Type **Other Estate Proceedings –** does not include fee for Citation by Posting or fee for Citation by Publication which are required fees **256.00**
Citation by Publication **and 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).* Select Service-Constable-Posting ($24) and enter quantity as (1). Note: Clerks $4 citation issuance fee is included in the Service-Constable-Posting ($24).
To prepay in advance for Letters and Judges Signature select (Judges Signature ($2.00) and enter quantity as (2) and for Letters select (Issue Letters Testamentary, Guardianship, or Administration ($2.00) and enter the quantity desired.

ADMINISTRATION & HEIRSHIP - Includes fee for Citation by Posting **256.00**
eFile under Case Type **Independent Administration or Dependent Adminsitration**.....
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).*
To prepay in advance for Letters and Judges Signature select (Judges Signature ($2.00) and enter quantity as (2) and for Letters select (Issue Letters Testamentary, Guardianship, or Administration ($2.00) and enter the quantity desired.

GUARDIANSHIP - MINOR - Includes fee for Citation by Posting **256.00**
If personal service is necessary then Select Service by Constable (Service - Constable - Personal Service ($75) & (Issue citation ($4.00) and enter quantity. Service copies are required to be attached to citation so add (Copies - Non-Certified ($1.00) and enter a quantity. An additional Poster Citation is 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. Criminal background search required on each applicant. Select Background Check ($10) and enter quantity.

**** *Pursuant to Administrative Order dated 4/16/14, an Attorney Ad Litem fee of $500 is to be collected at time of filing all Applications for Guardianship. Credit Card payment is now accepted for the Ad Litem Deposit.*
https://certifiedpayments.net/
Click certified payment link above and enter Bureau Code 9254973 and call Clerks' Office at 817-884-1390 to notify payment has been made.

GUARDIANSHIP - ADULT *Does not include Citation by Posting or personal service by Constable*..... **232.00**
Poster Citation required, Select Service-Constable-Posting ($24) and enter quantity. Note: Clerks $4 citation issuance fee included in the Service-Constable-Posting ($24). Select Service by Constable (Service - Constable - Personal Service ($75) & (Issue citation ($4.00) and enter quantity. Service copies are required to be attached to citation so add (Copies - Non-Certified ($1.00) and enter a 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. Criminal background search required on each applicant. Select Background Check ($10) and enter quantity.

**** *Pursuant to Administrative Order dated 4/16/14, an Attorney Ad Litem fee of $500 is to be collected at time of filing all Applications for Guardianship. Credit Card payment is now accepted for the Ad Litem Deposit.*

https://certifiedpayments.net/
Click certified payment link above and enter Bureau Code 9254973 and call Clerks' Office at 817-884-1390 to notify payment has been made.

CONTEST/ ADVERSE / COUNTERCLAIMS/ CROSS-CLAIMS/ INTERPLEADERS/ INTERVENTION **120.00**
LETTERS OF TESTAMENTARY/ ADMINISTRATION/ GUARDIANSHIP (per letter) **2.00**

Certificate Issuance Fee (Temporary Guardianship) (per certificate) **5.00**
Order is attached so add additional 1.00 per page and 5.00 certified copy fee
These fees may be prepaid through Optional Services in eFileTexas

For Muniment of Title - Judge Signature Fee - pay through Optional Services in eFile..... 2.00
For Administrations - Judge Signature Fee - pay through Optional Services in eFile 4.00

Administering Oath 2.00
Letters will not be released until this fee, and any other applicable fees, are paid in full.
The Administer Oath fee and Judges Signature fee may be paid in person at our customer service desk in room 233 before or after the hearing. At this time, the fee to Administer the Oath is not available in Optional Services in eFileTexas. However, for your convenience, you may prepay the Administer Oath fee by credit card through *https://certifiedpayments.net/* and entering Bureau Code 3272308. Please call the clerk at 817-884-2841 to notify payment has been made.

ANNUAL ACCOUNTS (includes Judges fee) **27.00**
FINAL ACCOUNTS, APPLICATION FOR SALE OF REAL OR PERSONAL PROPERTY **51.00**
(Includes Judges & Poster Citation fees)
ANNUAL OR FINAL REPORT OF GUARDIAN OF A PERSON (includes Judges Fee) **12.00**
BONDS/ RIDERS/ ENDORSEMENTS (includes Judges Fee) **5.00**
ANY DOCUMENT NOT HAVING A SPECIFIED FEE, CONTAINING 25 PAGES OR MORE **25.00**

INVENTORY & APPRAISEMENTS (includes Judges Fee) **Fee Due after the 90th day of qualification** **27.00**

MENTAL HEALTH FILING (Telephone: (817) 884-1258) **220.00**
JURY FEE **40.00**
CLAIMS **10.00**
NAME SEARCH (per name) from the 1800's to present **5.00**
COPIES:
To order copies: (817) 884-1069
Cost per page **1.00**
Cost per certification **5.00**
SAFEKEEPING of WILL **5.00**
DEPOSIT OF WILL (after testator's death) (NO CHARGE)
ABSTRACT OF JUDGMENT **5.00**

CITATIONS ARE REQUIRED ON THE FOLLOWING:
Application for Sale; Final Accountings; Application for Partition & Distribution; Application to Reduce Bond (if a freeze agreement has not been filed); Application for Appointment of a Successor Guardian, Administrator or Executor (unless there is an immediate necessity stated in the application), and Application to take Written Depositions, etc. This will require an additional $24 Citation by Posting fee which can be paid through Optional Services in eFile.

IN-COUNTY SERVICE:

Issuance and Recording of Citation ($4.00 Clerk Fee) Service copies are required to be attached to citation so add (Copies - Non-Certified ($1.00) in Optional Services 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.	
Posted Citation/Application for Sale, Final Account, etc.	**24.00**
Service by Constable (add fees through Optional Services in eFile) (does not include service copy fee or $4 Issuance fee)	**75.00**
Citation by Certified/Restricted Delivery issued by Clerk's Office (does not include service copy fee)	**87.00**
Citation by Publication (includes all fees)	**129.00**
Show Cause	**75.00**
Lawsuit Personal Citation by Constable	**75.00**
Subpoena Service by Constable	**75.00**
TRO Service by Constable (does not include service copy fee or $4 Issuance fee) (does not include service copy fee)	**75.00**
Writ of Execution, Possession, Sequestration, etc. to be served by Constable (does not include service copy fee or $4 issuance fee)	**150.00**
Injunctions	**75.00**
Issuance and Recording of Citation Only (Clerk Fee) Fees for serving citation are paid directly by attorney.	**4.00**

New Case Filings E-file Reference Guide

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Subsequent Filing Code Instruction Guide

NOTICE TO CREDITORS should be mailed directly to the Publisher with publishing fees.
After publication: the notice, newspaper clipping, and publisher's affidavit are then e-filed to the Probate Clerk's office.

Publishers Address: The Commercial Recorder
Box 11038
Fort Worth, TX 76110
(817) 926-5351

PLEASE CALL THE COURTS FOR SETTINGS:
Probate Court #1 (817) 212-7238 **Probate Court #2 (817) 884-1415**

PROBATE PUBLIC ACCESS IS NOW AVAILABLE ON THE INTERNET AT:
https://odyssey.tarrantcounty.com/PublicAccess/default.aspx