

# TARRANT COUNTY PROBATE CLERK

## Instructional E-filing Guide

### Subsequent Filing Codes and Associated Attachments

Subsequent Filings	Subsequent Filing Code and Associated Attachments
<b>Affidavit Of Indigency</b> {Affidavit of Inability to Pay} Use Waiver Account when filing an Affidavit of Indigency.	<b>Affidavit Of Indigency (Lead Document)</b>  Do not use attachment feature. Select Filing Code Affidavit of Indigency as a lead document for each Affidavit.
<b>Amended Filing</b> Use this Filing Code for all amended applications on existing cases such as: Amended Annual Accounts Amended Annual Reports Amended Final Accounts  When requesting a citation by posting or personal service please include a cover letter with filing instructions and pay all fees through Optional Services. Use Filing Code "Request" and upload the cover letter as a Lead Document.  Note: Type in Filing Description what type of document you are filing in order to assist clerk in ensuring the correct document is recorded within the County Clerk Case Management System.	<b>Amended Filing (Lead Document)</b>  Do not use attachment feature. Select Filing Code Amended Filing as a lead document for each document.

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### Annual Account

Filing fee will be added automatically when this Filing Code is selected.

{If filing an Amended Annual Account please select Filing Code "Amended Filing" Note: *Type Amended Annual Account in Filing Description so that clerk will see that your filing is an Amended Annual Account.*

### Annual Account (Lead Document)

Do not use attachment feature. Please file **Proposed Order** as a separate Lead document.

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### Annual Report

Filing fee will be added automatically when this Filing Code is selected

{If filing an amended Annual Report please select Filing Code "Amended Filing" Note: *Type Amended Annual Report in Filing Description so that clerk will see that your filing is an Amended Annual Account.*

### Annual Report (Lead Document)

Do not use attachment feature. Select Filing Code Annual Report as a lead document for each Report.

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### Answer/Response

ALSO USE FOR

{amended answer/response}

Note: *Type Amended in Filing Description so that clerk will see that your filing is an Amended Answer/Response*

### Answer/Response (Lead Document)

Do not use attachment feature. Select Filing Code Answer/Response as a lead document for each Answer/Response filed.

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### Application in an Existing Estate

ALSO USE FOR

All applications for payment of fees  
All other applications in existing cases not specified on this guide

Note: *Type in Filing Description what type of document you are filing in order to assist clerk in ensuring the correct document is recorded within the County Clerk Case Management System*

### Application in an Existing Estate (Lead Document)

If there is an associated Proposed Order, please always select the filing code Proposed Order as a Lead Document

Do not use attachment feature. Select Filing Code Application in Existing Estate as a lead document for each application. If pleading refers to exhibits or other document(s) please upload as one complete image as a Lead Document

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### Application on Sale of Personal Property

Filing fee will be added automatically when this Filing Code is selected.

Filing Fee includes Poster Citation

{If filing an amended application please use Filing Code "Amended Filing"}

### Application on Sale of Personal Property (Lead Document)

Do not use attachment feature.  
If pleading refers to exhibits or other document(s) please upload as one complete image as a Lead Document

Please file **Proposed Order** as a separate Lead document.

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### Application on Sale of Real Property

Filing fee will be added automatically when this Filing Code is selected.

Filing Fee includes Poster Citation

{If filing an amended application please use Filing Code "Amended Filing"}

### Application on Sale of Real Property (Lead Document)

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If pleading refers to exhibits or other document(s) please upload as one complete Lead Document  
Please file **Proposed Order** as a separate Lead Document.

### Claim

Filing fee will be added automatically when this Filing Code is selected.

ALSO USE FOR

### Memorandum of Allowance, or Rejection

{Also for amended Claims}

Note: *Type amended in Filing Description so that clerk will see that your filing is an Amended Claim*

Claim  
(Lead Document)

Do not use attachment feature. Please file **Proposed Order** as a separate Lead document.

### Counter Claim/Contest/Cross Action/Interpleader/Intervention/Third Party/Contest

Filing fee will be added automatically when this filing code is selected

Counter Claim/Contest/Cross  
Action/Interpleader/Intervention/Third  
Party/Contest  
(Lead Document)

Do not use attachment feature.

### Final Account

Filing fee will be added automatically when this Filing Code is selected.

{If filing an Amended Final Account please use Filing Code "Amended Filing"

Note: *Type Amended Final Account in the Filing Description so that clerk will see that your filing is an Amended Final Account*

Final Account  
(Lead Document)

Use attachment feature for Verification of Funds

Please file **Proposed Order** as a separate Lead document.

### Final Report

Filing fee will be added automatically when this Filing Code is selected.

USE FINAL REPORT FILING CODE ONLY FOR  
Filing a Guardian of the Person Final Report

{If filing an Amended Final Report please use Filing Code "Amended Filing"

Note: *Type Amended Final Report in Filing Description so that clerk will see that your filing is an Amended Final Report*

Final Report  
(Lead Document)

Do not use attachment feature. Select filing code Final Report as a lead document for each Final Report.

Please file **Proposed Order** as a separate Lead document.

### Inventory

DO NOT USE THIS FILING CODE IF

Filing an inventory after the 90<sup>th</sup> day after the date the personal rep has qualified.

If filing an Amended Inventory select filing code "Amended Filing".

Note: *Type in Filing Description what type of document you are filing in order to assist clerk in ensuring the correct document is recorded within the County Clerk Case Management System*

Inventory  
(Lead Document)

Do not use attachment feature.  
Please file **Proposed Order** as a separate Lead document.

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**Inventory – (filed after the 90<sup>th</sup> day after the date the personal rep has qualified)**

Filing fee will be added automatically when this filing code is selected

If filing an Amended Inventory, use Filing Code “Amended Filing.”

**Inventory – (filed after the 90<sup>th</sup> day after the date the personal rep has qualified)**

**(Lead Document)**

Do not use attachment feature.  
Please file **Proposed Order** as a separate Lead document.

**Motion (No Fee)**

*Type in Filing Description what type of document you are filing in order to assist clerk in ensuring the correct document is recorded within the County Clerk Case Management System*

**Motion (No Fee)**

**(Lead Document)**

Do not use attachment feature. Select Filing Code Motion as a lead document for each Motion filed.  
Please file **Proposed Order** as a separate Lead document.

If requesting service, please add service, issuance fees, and copies through Optional Services.  
Use Filing Code “Request” and upload your request service letter to clerk as a separate lead document.

**No Fee Documents**

**ALSO USE FOR**

Affidavit in Lieu of Inventory  
All Waivers and Affidavits  
Appointment of Resident Agent  
Attorney’s Certificate of Compliance  
Civil Case Information Sheet  
Consent to Appointment  
Correspondence  
Declination to Serve  
Disclaimer  
Discovery  
Physician's Certificate of Medical Exam - Existing Case  
Probate Supplemental Case Information Sheet  
Proposed Oath  
Proposed Proof  
Receipt and Release  
Report of Attorney Ad Litem  
Report of Sale  
Rule 11 Agreement

**No Fee Documents**

**(Lead Document)**

Do not use attachment feature.

## Notice

ALSO USE FOR

Notice to Creditors

Notice of Intention to take Deposition on Written Questions (**poster citation required, select through Optional Services and also pay for 1 certified copy and non-certified copies for total page count of Notice, Interrogatories, and Will if applicable**)

Any other Notice not specified

*Note: Type in Filing Description what type of document you are filing in order to assist clerk in ensuring the correct document is recorded within the County Clerk Case Management System*

## Notice (Lead Document)

Do not use attachment feature.  
Select filing code Notice as a lead document for each Notice filed

## Proposed Order

*Note: Type in Filing Description what type of proposed order you are filing in order to assist clerk in ensuring the correct document is recorded within the County Clerk Case Management System*

## Proposed Order (Lead Document)

Do not use attachment feature. Select filing code Proposed Order as a lead document

## Request

USE FOR

Citation Request Letter to Clerk

Request Miscellaneous

**If requesting service please add service, issuance fees, and copies through Optional Services.**

*Note: Type in Filing Description what type of document you are filing in order to assist clerk in ensuring the correct document is recorded within the County Clerk Case Management System*

## Request (Lead Document)

Do not use attachment feature. Select filing code Request as a lead document for each Request.

## Will/Codicil

This Filing Code is used to file the copy of the Will or Codicil as a Lead Document when filing an application to probate a Will.

**After the filing is accepted and a case number has been assigned the Original Will should be delivered to The Clerk's Office.**

## Will/Codicil (Lead Document)

(Do not use attachment feature. Select filing code Will/Codicil as a Lead Document for each Will and Codicil