

CAUSE NO. _____

IN THE ESTATE
OF

§ IN THE COUNTY COURT
§ AT LAW NO. 2 OF
§ HUNT COUNTY, TEXAS

**CHECKLIST CERTIFICATION FOR UNCONTESTED
LETTERS OF DEPENDENT ADMINISTRATION**

Before the court will set your case for a hearing for an uncontested prove-up for letters of dependent administration, you must complete, sign, and file this form showing that you have satisfied all the necessary prerequisites.

- 1. The *Checklist Certification for Determination of Heirship* has been completed and filed.
- 2. Application includes last 3 digits of Applicant's and Decedent's SSN and DL or explains why omitted as required by Texas Estates Code §301.052.
- 3. General citation has been posted.
- 4. ***If*** the designated administrator is not in priority according to §304.001, I have personally served any and all individuals with priority or those individuals have filled waivers to serve as administrator.
- 5. The proper inquiries have been made and the designated Administrator is qualified to serve. §304.003.
- 6. Evidence will be provided regarding the monetary value of the estate and the designated administrator has the ability to make such bond.
- 7. All testimony admitted into evidence must be reduced to writing. A *Proof of Death and Other Facts* (and if necessary, any Disinterested-Witness Testimony) has been prepared, *executed*, and filed with the Court. If testimony is by written deposition, it must comply §51.203 and with the TRCP. If testimony is by written deposition, it must comply §51.203 and with the TRCP.
- 8. I have reviewed with Applicant the applicable instructions of the court regarding the duties and responsibilities of the executor/administrator. The document has been *executed* and filed with the Court.
- 9. The *Executor/Administrator General Information Sheet* has been completed, *executed* and filed with the Court.
- 10. The proposed order has been filed and I will bring a copy to Court on the day of the prove up.
- 11. Oath has been prepared for the Administrator in accordance with Texas Estates Code Chapter 305 and will be presented to the Court on the day of the hearing.

As attorney for the Applicant, before submitting this request, I verify by signing below that each of the above-listed items has been completed, that I have complied with all procedural and statutory requirements of the Texas Estates Code, all applicable administrative orders and policies and procedures of this court, and that this matter is ready for an uncontested prove-up.

Attorney Name: