

**COURT INSTRUCTIONS FOR THE INDEPENDENT EXECUTOR OR ADMINISTRATOR**

You have just been appointed by this Court to a position of great trust and confidence. It is a position that carries with it a considerable amount of responsibility. Your duties are not easy, however, you will find them less difficult if you are careful to heed to the advice of your attorney. This is only a supplement and not a substitute for his/her advice.

As the duly appointed Independent Executrix of this estate, you are hereby advised by the court that you must do the following:

- (1) File your oath of office within 20 days of your appointment.
- (2) File your bond if required by the Court within 20 days of your appointment.
- (3) Within one (1) month after receiving letters, you shall publish Notice to Creditors as required by §308.003 of the Texas Estates Code. File the Publishers Affidavit with original newspaper article with the court.
- (4) For every person who dies on or after September 1, 2007, the personal representative appointed after a will is probated must notify all beneficiaries named in the will within sixty (60) days of the date the will is probated. The notice must include a copy of the will and order admitting it to probate. Waivers are permitted. Personal representatives must prove that they complied with the requirements by filing an affidavit within 90 days of the probate. (This does not apply when there has been a Determination of Heirship)
- (5) File an Inventory, Appraisal and List of Claims of the estate within 90 days after taking the Oath as required by §309.051 of the Texas Estates Code.
- (6) When the assets of the Estate have been distributed to the beneficiaries/legal heirs and the Estate is ready for closing, please consult your attorney for instructions or follow the guidelines of the Texas Estates Code.
- (7) YOU ARE RESPONSIBLE FOR NOTIFYING THE COURT IN WRITING OF ANY CHANGES IN YOUR ADDRESS and PHONE NUMBER.

Grayson County Clerk  
Probate Department  
200 S. Crockett, Suite 212A  
Sherman, TX 75090  
(903) 813-4241

- (8) THE COURT STAFF CANNOT DIRECT YOU IN YOUR PROCEEDINGS REGARDING LEGAL MATTERS IN THIS ESTATE, PLEASE CONSULT WITH YOUR ATTORNEY FOR GUIDANCE.

I (We), the Independent Executrix of this estate hereby attest that I (we) have read the above instructions and understand its contents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date