

Cause No. \_\_\_\_\_

In Re: THE ESTATE OF \_\_\_\_\_,  
DECEASED

§  
§  
§  
§

IN THE PROBATE COURT  
OF  
DENTON COUNTY, TEXAS

HEARING REQUEST FORM LETTERS TESTAMENTARY  
UNCONTESTED APPLICANT IS NAMED INDEPENDENT EXECUTOR IN WILL FOR

To obtain a setting, complete the appropriate Hearing Request Form and email to [hearingrequest@dentoncounty.gov](mailto:hearingrequest@dentoncounty.gov). A hearing will not be set until all boxes have been checked or marked as not applicable. The Probate Staff will review the file to make sure all necessary steps have been completed. If a step has not been completed, you will receive an email from the Probate Staff. Once the Probate Staff has approved the Hearing Request Form, the staff will email you the following docket entry has been made: Hearing Request Form Approved. After the Hearing Request Form has been approved, please contact the Probate Court Coordinator to obtain a setting that is convenient for you.

- 1. Copy of will filed with Application. Application includes last 3 digits of Applicant's and Decedent's SSN and DL or explains why omitted as required by Texas Estates Code §256.052.
- 2. **You are required to present the Court an Original Death Certificate at the prove up hearing.**
- 3. General Citation has been posted.  
**\*\*\*Denton County Clerks' Office REQUIRES a Citation Request Form be completed in order to obtain citations. The Clerks' Citation Request Form is found on the Denton County website at:  
<http://dentoncounty.com/departments/county-courts/probate-court.aspx>\*\*\***
- 4. Original will filed within 3 days of the filing of Application. TRCP §21(f)(12) **(Must be on file at least 10 days prior to hearing.)**

**(MARK ONLY IF APPLIES)**

- 5. If Will filed after the four-year period for probate, Applicant has complied with Texas Estates Code §258 subchapter B.
- 6. If probating a copy of a will, Applicant has complied with Texas Estates Code §257.053 and §258.002
- 7. If Applicant is other than first named executor in the will, the renunciation of right to serve has been filed and/or the cause of ineligibility of first named executor has been plead.

- 8. Proper inquiries have been made and the Designated Independent Executor is qualified to serve under Texas Estates Code §304.003.
- 9. Testimony admitted into evidence must be reduced to writing. Bring a copy of the Proofs with you the day of Prove-Up in order they can be signed in front of the Judge. Texas Estates Code §256.157. If testimony is by written deposition, it must comply with Texas Estates Code §51.203 and with the Texas Rules of Civil Procedure.
- 10. Oath has been prepared for the Independent Executor in accordance with Texas Estates Code §305.051

**IT IS STRONGLY ADVISED THAT YOU BRING A DIGITAL VERSION OF YOUR DOCUMENTS IN WORD FORMAT IN THE EVENT CHANGES NEED TO BE MADE.**

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 Chapter 256, and that this matter is ready to be set on the Probate Court’s uncontested docket. I understand that if an above-listed item has not been completed, this matter will not be set on the Court’s docket until all items on the checklist have been completed and submitted to [hearingrequest@dentoncounty.gov](mailto:hearingrequest@dentoncounty.gov)

Respectfully Submitted,

\_\_\_\_\_  
Attorney Name:  
SBN:  
Address:  
Phone:  
Email: