

VICKI SCOTT
ANDREWS COUNTY CLERK
P.O. BOX 727 * 215 N.W. 1ST STREET
ANDREWS, TX 79714
432-524-1426
FEES FOR THE COUNTY CLERK'S OFFICE
EFFECTIVE JANUARY 1, 2021

PROBATE FEE SCHEDULE

APPLICATION FOR PROBATE OF WILL & ISSUANCE OF LETTERS (Estate Code 256)

APPLICATION FOR LETTERS OF ADMINISTRATION (Estate Code 301)

APPLICATION FOR TEMPORARY ADMINISTRATION (Estate Code 452)

COMBINED APPLICATION DETERMINE HEIRSHIP & LETTERS ADMINISTRATION (Estate Code 202 & 301)

APPLICATION FOR PROBATE OF FOREIGN WILL & ISSUANCE OF LETTERS (Estate Code 501)

Administering Oath	Local Government Code 118.052(2)(B)(iii)	\$ 2.00
Appellate Court Fee	Government Code 22.2051	5.00
Archive Fee	Local Government Code 118.025	10.00
Clerk's Recording Fee	Local Government Code 118.052(2)(A)(i)	40.00
Courthouse Security Fee	Local Government Code 291.008	5.00
Electronic Filing Fee	Government Code 51.851(b)	30.00
Issuing Documents	Local Government Code 118.052(3)(a)	4.00
Judge's Fee	Local Government Code 118.101(1)(2)	4.00
Judicial Education Fund	Local Government Code 118.064(a)(b)(1)	5.00
Judicial Fund	Government Code 51.703	40.00
Judicial/Court Training	Government Code 51.971(a)	5.00
Judiciary Fund	Local Government Code 133.154(a)	42.00
Law Library	Local Government Code 323.023(a)	35.00
Legal Services -Indigent	Local Government Code 133.153(a)(1)	10.00
Preservation Fee	Government Code 51.708	10.00
Records Management Fee	Local Government Code 118.0645	5.00
Sheriff's Fee – Posting	Local Government Code 118.131	50.00
Supplemental Court Fee	Local Government Code 118.067; 118.052(2)(E)	20.00
	TOTAL	\$322.00

Fee includes one posted citation. Each additional citation issued is \$4.00.

Each personal service of citation by Andrews County Sheriff or Constable is \$50.00.

Each personal service of citation for other counties please contact this office at 432-524-1426.

Each personal service of citation by certified mail is \$50.00.

APPLICATION TO DECLARE HEIRSHIP – AFTER APPLICATION FOR ADMINISTRATION HAS BEEN FILED:

Clerk's Recording Fee	Local Government Code 118.052(2)(iv)	\$ 40.00
Issuing Documents	Local Government Code 118.052(3)(a)	4.00
Judge's Fee	Local Government Code 118.101(1)	2.00
Sheriff's Fee – Posting	Local Government Code 118.131	50.00
	TOTAL	\$ 96.00
Fee includes one posted citation. Each additional citation issued is \$4.00.		
Each personal service of citation by Andrews County Sheriff or Constable is \$50.00.		
Each personal service of citation for other counties please contact this office at 432-524-1426.		
Each personal service of citation by certified mail is \$50.00.		

APPLICATION FOR ADMINISTRATION – AFTER APPLICATION TO DETERMINE HEIRSHIP HAS BEEN FILED:

Administering Oath	Local Government Code 118.052(2)(B)(iii)	2.00
Clerk's Recording Fee	Local Government Code 118.052(2)(iv)	\$ 40.00
Issuing Documents	Local Government Code 118.052(3)(a)	4.00
Judge's Fee	Local Government Code 118.101(1)	2.00
Sheriff's Fee – Posting	Local Government Code 118.131	50.00
	TOTAL	\$ 98.00
Fee includes one posted citation. Each additional citation issued is \$4.00.		
Each personal service of citation by Andrews County Sheriff or Constable is \$50.00.		
Each personal service of citation for other counties please contact this office at 432-524-1426.		
Each personal service of citation by certified mail is \$50.00.		

APPLICATION FOR *PERMANENT GUARDIANSHIP (Estate Code 1101)**APPLICATION FOR **TEMPORARY GUARDIANSHIP (Estate Code 1251)**

Administering Oath	Local Government Code 118.052(2)(B)(iii)	\$ 2.00
Appellate Court Fee	Government Code 22.2051	5.00
Archive Fee	Local Government Code 118.025	10.00
Clerk's Recording Fee	Local Government Code 118.052(2)(A)(i)	40.00
Courthouse Security Fee	Local Government Code 291.008	5.00
Electronic Filing Fee	Government Code 51.851(b)	30.00
Issuing Documents	Local Government Code 118.052(3)(a)	4.00
Judge's Fee	Local Government Code 118.101(1)(2)	4.00
Judicial Education Fund	Local Government Code 118.064(a)(b)(1)	5.00
Judicial Fund	Government Code 51.703	40.00
Judicial/Court Training	Government Code 51.971(a)	5.00
Judiciary Fund	Local Government Code 133.154(a)	42.00
Law Library	Local Government Code 323.023(a)	35.00
Legal Services -Indigent	Local Government Code 133.153(a)(1)	10.00
Preservation Fee	Government Code 51.708	10.00
Records Management Fee	Local Government Code 118.0645	5.00
Sheriff's Fee – Posting on *Permanent only; if **Temporary Proposed Ward will be served)	Local Government Code 118.131	50.00
Supplemental Court Fee	Local Government Code 118.067; 118.052(2)(E)	20.00
	TOTAL	\$322.00

Fee includes one posted citation. Each additional citation issued is \$4.00.

Each personal service of citation by Andrews County Sheriff or Constable is \$50.00.

Each personal service of citation for other counties please contact this office at 432-524-1426.

Each personal service of citation by certified mail is \$50.00.

A posted citation on a **Temporary Guardianship is not required, Guardian will be served.

NOTE: A proposed ward who is 12 years of age or older MUST BE SERVED A CITATION by personal service (Sheriff or Constable only), and additional fees will apply (Estate Code 1051.103).

AMENDED APPLICATION:

Clerk's Recording Fee	Local Government Code 118.052(2)	40.00
If Citation is required or needed	Local Government Code 118.031; 118.052	54.00

ADVERSE PROBATE ACTION – (Cross Action, Intrusion, Pleas or Privilege or Motion for New Trial) (Estate Code 55)

Adverse Probate Action	Local Government Code 118.052(2)(C); 118.057	40.00
Appellate Court Fee	Government Code 22.2051	5.00
Archive Fee	Local Government Code 118.025	10.00
Courthouse Security Fee	Local Government Code 291.008	5.00
Electronic Filing Fee	Government Code 51.851(b)	30.00
Judicial/Court Training	Government Code 51.971(a)	5.00
Legal Services-Indigent	Local Government Code 133.153(a)(1)	10.00
Preservation Fee	Government Code 51.708	10.00
Records Management Fee	Local Government Code 118.0645	5.00
Supplemental Court Fee	Local Government Code 118.067; 118.052(2)(E)	20.00
	TOTAL	\$140.00

APPLICATION FOR PROBATE OF WILL AS MUNIMENT OF TITLE (Estate Code 257)**APPLICATION TO DETERMINE HEIRSHIP (Estate Code 202)**

Appellate Court Fee	Government Code 22.2051	5.00
Archive Fee	Local Government Code 118.025	10.00
Clerk's Recording Fee	Local Government Code 118.052(2)(A)(i)	40.00
Courthouse Security Fee	Local Government Code 291.008	5.00
Electronic Filing Fee	Government Code 51.851(b)	30.00
Issuing Documents	Local Government Code 118.052(3)(a)	4.00
Judge's Fee	Local Government Code 118.101(1)(2)	2.00
Judicial Education Fund	Local Government Code 118.064(a)(b)(1)	5.00
Judicial Fund	Government Code 51.703	40.00
Judicial/Court Training	Government Code 51.971(a)	5.00
Judiciary Fund	Local Government Code 133.154(a)	42.00
Law Library	Local Government Code 323.023(a)	35.00
Legal Services -Indigent	Local Government Code 133.153(a)(1)	10.00
Preservation Fee	Government Code 51.708	10.00
Records Management Fee	Local Government Code 118.0645	5.00
Sheriff's Fee – Posting	Local Government Code 118.131	50.00
Supplemental Court Fee	Local Government Code 118.067; 118.052(2)(E)	20.00
	TOTAL	\$318.00

Fee includes one posted citation. Each additional citation issued is \$4.00.

Each personal service of citation by Andrews County Sheriff or Constable is \$50.00.

Each personal service of citation for other counties please contact this office at 432-524-1426.

Each personal service of citation by certified mail is \$50.00.

SMALL ESTATE AFFIDAVIT (Estate Code 205)**FOREIGN WILLS – NO LETTERS (ANCILLARY PROBATE) (Estate Code 501)**

Appellate Court Fee	Government Code 22.2051	5.00
Archive Fee	Local Government Code 118.025	10.00
Clerk's Recording Fee	Local Government Code 118.052(2)(A)(i)	40.00
Courthouse Security Fee	Local Government Code 291.008	5.00
Electronic Filing Fee	Government Code 51.851(b)	30.00
Judge's Fee	Local Government Code 118.101(1)(2)	2.00
Judicial Education Fund	Local Government Code 118.064(a)(b)(1)	5.00
Judicial Fund	Government Code 51.703	40.00
Judicial/Court Training	Government Code 51.971(a)	5.00
Judiciary Fund	Local Government Code 133.154(a)	42.00
Law Library	Local Government Code 323.023(a)	35.00
Legal Services -Indigent	Local Government Code 133.153(a)(1)	10.00
Preservation Fee	Government Code 51.708	10.00
Records Management Fee	Local Government Code 118.0645	5.00
Supplemental Court Fee	Local Government Code 118.067; 118.052(2)(E)	20.00
	TOTAL	\$264.00

INVENTORY – Filed after 90 days from date of qualification or after extended deadline (Estate Code 309 & 1154)

Filing Fee	Local Government Code 118.056	\$ 25.00
Judge's Fee	Local Government Code 118.101	2.00
	TOTAL	\$ 27.00

ANNUAL OR FINAL ACCOUNTING (Estate Code 359 & 1163)

Clerk's Recording Fee	Local Government Code 118.052(2)(B)(vi)	\$ 25.00
Judge's Fee	Local Government Code 118.101	2.00
	TOTAL	\$ 27.00
<i>If Final Accounting add:</i>		
Issuing Documents	Local Government Code 118.052(3)(a)	4.00
Sheriff's Fee – Posting	Local Government Code 118.131	50.00
	TOTAL WITH AMOUNT ABOVE	\$ 81.00

ANNUAL OR FINAL REPORT (Estate Code 1163.101)

Clerk's Recording Fee	Local Government Code 118.056	\$ 10.00
Judge's Fee	Local Government Code 118.101	2.00
	TOTAL	\$ 12.00

OTHER FEES:

Copy per Page	Local Government Code 118.011(a)(4)	1.00
Clerk's Certification	Local Government Code 118.011(a)(3)	5.00
Claim Against Estate	Local Government Code 118.052(2)(D)	10.00
Document exceeding 25 pages after Order approving Inventory or 120 th day after Initial Filing	Local Government Code 118.052(2)(B)(viii)	25.00
Judge's Signature Fee	Local Government Code 118.101	2.00
Jury Fee	Government Code 51.604	40.00
Letters	Local Government Code 118.058(3)(D)	2.00
Issuing Documents	Local Government Code 118.052(3)(a)	4.00
Sheriff's Fee – Posting	Local Government Code 118.131	50.00