

JEFFERSON COUNTY PROBATE COURT

P. O. Box 4025  
Beaumont, Texas 77704  
Phone – (409) 835-8468  
Fax – (409) 835-8591



To set a hearing, for (1) **Determination of Heirship (with or without administration)** or  
(2) **Application for Dependent Administration (to be followed by a Determination of Heirship)**

Fill out this form and fax it to Probate at 409-835-8591 or email it to [ashorts@co.jefferson.tx.us](mailto:ashorts@co.jefferson.tx.us) or  
[askinner@co.jefferson.tx.us](mailto:askinner@co.jefferson.tx.us)

Note that no hearing will be set until **all** boxes have been checked or have been marked as not applicable.

Date: \_\_\_\_\_ Estate of \_\_\_\_\_

Cause No. \_\_\_\_\_ Ad Litem’s name \_\_\_\_\_

Applicant’s Attorney: **My signature below indicates my certification to the Court and its staff that, before submitting this request, I completed all of the checked items as indicated below and verified all of the checked items as indicated below:**

I have completed service on or filed waivers from all non-applicant heirs and have filed the required affidavit or certificate.

Note: If you believe the surviving spouse is the sole heir, call the Probate Court Clerk at 835-8468 to discuss.

- Waiver in lieu of citation: I have filed a waiver of citation from all non-applicant heirs that are not being served.
- Personal service: I have verified that the Sheriff/Constable has filed the officer’s return of citation for all non-applicant heirs that were personally served.
- For all non-applicant heirs aged 12 to 17: I have verified that the Sheriff/Constable has filed the officer’s return of citation for all non-applicant heirs aged 12 to 17 / OR I certify that the minor(s) will be present at the hearing.
- For all non-applicant heirs under the age of 12: I have filed waiver(s) of citation from the minor’s parent or guardian.
- If there is a copy of a Will that is not being offered for probate: I have filed the Will copy and have also completed service on or received appropriate waivers from all non-heir devisees under the Will so they have an opportunity to rebut the presumption of revocation.
- I have filed the affidavit or certificate required by Estates Code § 202.057.
- Citation by Publication: I have filed the publisher’s affidavit.
- If my applicant is seeking independent administration without bond, I have filed an express consent from all non-applicant heirs agreeing to the appointment of an independent administrator without bond.

I verify that this case involves the following issue(s).

- This case involves an informal or common-law marriage.
- This case involves an adoption, either formal or equitable.
- This case involves a declaratory judgment, a settlement agreement, or both.
- This case involves DNA evidence and / or expert evidence/testimony (e.g., from a private investigator).
- This case involves a copy of a will that is not being offered for probate.
- A contest (or an answer that could be construed as a contest) has been filed.
- Other: \_\_\_\_\_

I will submit proposed documents a week before the hearing date.

Interpreter (if applicable): I need an interpreter and will arrange for a licensed court interpreter at the hearing.

\_\_\_\_\_  
Applicant’s Attorney (Printed Name)

\_\_\_\_\_  
Applicant’s Attorney (Signature)

State Bar No. \_\_\_\_\_