



**CHRISTINE BUTTS
JUDGE**

HARRIS COUNTY PROBATE COURT NO. 4
201 CAROLINE, 7TH FLOOR
HOUSTON, TEXAS 77002

HARRIS COUNTY CIVIL COURTHOUSE
OFFICE (713) 368-6767
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**INDEPENDENT ADMINISTRATOR UNDER
Section 401.003, TEXAS ESTATES CODE**

The Court will expect, and the law requires, you and your attorney to do the following things. **Please consult with your attorney on any matter regarding this estate that you do not understand.**

1. Within twenty (20) days from the date of the Order appointing you, file an Oath of Office. If a Bond was required in the Order, it too must be filed within 20 days.
2. Within one (1) month after qualifying for Letters of Independent Administration (your qualification date is reflected in your Letters), publish in a local newspaper your notice to creditors of the estate, and within two (2) months after receiving Letters, send notice by registered or certified mail (RRR) to all known secured creditors, whether secured by personal or real property. You may also give notice to unsecured creditors pursuant to §308.054. **Your attorney should prepare these notices.** Proof of Publication and of all notices to Real Estate Lien Creditors should be filed with the County Clerk for this Court.
3. Within ninety (90) days after you qualified, file your Inventory, Appraisal, and List of Claims with the County Clerk of this Court.
4. If this is a taxable estate, within nine (9) months from the date of death, file and pay the State and Federal Estate and Inheritance Tax Returns.

Upon your qualification, it is your duty to take possession of all property belonging to the decedent. Any cash that you receive should be maintained in a bank account separate from your personal funds. You should never commingle property belonging to the estate with your personal assets. You must use ordinary diligence in the collections of all claims and debts owed to the estate. If necessary, you may employ an attorney to recover property belonging to the decedent. If a necessity arises to sell real property or partition an asset of the estate, you must obtain Court approval.

After you have gathered the assets of the estate, and paid the debts and taxes that are owing, you are ready to distribute the estate. You may then deliver the assets of the estate to the beneficiaries who are entitled to receive the property as determined in the **Judgment Declaring Heirship**. If a bond was required when you qualified, you should file an Affidavit or Notice pursuant to §405.005 or §405.006 of the Texas Estates Code to terminate the administration and the bond. This concludes your responsibility as the Independent Administrator of this estate.

Judge Christine Butts
(06/15)