

**JUDGE RICHARD R. HICKS, III
CALDWELL COUNTY COURT AT LAW**

Caldwell County Justice Center
1703 S. Colorado, Box 11
Lockhart, Texas 78644



January 3, 2023

**County Court-At-Law Policy Regarding
Submitting Paperwork for Will Prove-ups and Heirships**

Counselors,

Welcome to Caldwell County Court-At-Law

The strategic goals of the Caldwell County Court at Law are (1) to provide efficiency to all litigants (2) to handle all pending and incoming caseload of whatever type (probate, guardianship, mental health, or civil litigation) carefully and expeditiously and (3) to thoroughly monitor our ongoing guardianships and dependent administrations. This Court is committed to ensuring the probate process is as effortless as possible.

It will be the Court's policy to review, before the hearing, documents for probate prove-up hearings. By reviewing documents in advance, the Court can ensure that hearings go more smoothly for all participants involved. The Court asks that you help by submitting documents timely, which will enable this Court to review the file before your hearing.

To set a hearing, e-file the Motion to Set and Order Setting Hearing.

If attorney ad litem is appointed in your case, confirm that the attorney ad litem has filed or is ready to file a report and is ready to proceed with a hearing. If your case is a guardianship matter, confirm that the proposed guardian has completed all required paperwork.

At least one week before the hearing date, please submit all proposed hearing documents to the Court:

For **Probate of Will**, (Letter of Testamentary or Muniment of Title), please submit:

1. Proof of death and other facts
2. Order
3. Oath

For **Heirships** (or dependent administration with heirship to follow), please submit:

1. Proof of death and other facts
2. Statement of facts concerning the identity of heirs for each of two disinterested witnesses
3. Oath (if seeking administration) and
4. Judgment Declaring Heirship

Please note that the Court **will not hear** a case without proper pleadings filed or proposed Orders delivered within the times set herein. It is the Court's desire that all hearings can be as efficient and pleasant as possible for everyone involved.

Richard R. Hicks, III
Judge, County Court at Law