

NO. \_\_\_\_\_

**COURT INSTRUCTIONS FOR THE INDEPENDENT  
EXECUTOR OR ADMINISTRATOR**

You have just been appointed by this Court to a position of great trust and confidence. It is a position that carries with it a considerable amount of responsibility. Your duties are not easy, however, you will find them less difficult if you are careful to heed to the advice of your attorney. This is only a supplement and not a substitute for his/her advice. Should this Court ever be of further assistance to you, please do not hesitate to contact my office.

As the duly appointed Independent Executor or Independent Administrator of this estate, you are hereby advised by the Court that you must do the following:

- 1) File your oath of office within 20 days of appointment;
- 2) File your bond if required by Court;
- 3) Within one (1) month after receiving letters, you shall publish notice to creditors as required by § 308.051 of the Texas Estates Code;
- 4) No later than the 60<sup>th</sup> day after the date of the Order Admitting Will to Probate, you shall give notice to the beneficiaries named in the Will as required by §308.001 of the Texas Estates Code;
- 5) File an Inventory, Appraisalment, and List of Claims of the estate within 90 days after taking the Oath as required by §309.051 of the Texas Estates Code; also
  - a. File an affidavit certifying notice to all beneficiaries not later than 90 days after the date of an order admitting the Will to probate as required by §308.004 of the Texas Estates Code.
- 6) When assets have been distributed to the beneficiaries, you may, if you wish, file a Motion and Order to Close the estate and discharge the executor (**§405.003**, attaching receipts from the beneficiaries if all estate business has been completed and **six (6) months** has elapsed since the estate was opened.

\_\_\_\_\_  
Nathaniel Moran, Judge  
County Court, Smith County, Texas

I, the Independent Executor/Administrator of this estate hereby attest that I have read the above and understand its contents.

\_\_\_\_\_  
Independent Executor/Administrator

\_\_\_\_\_  
Date