

REQUEST FOR LETTERS/COPIES IN PROBATE CASES

Cause No. _____

In the Estate of: _____

Letters Testamentary, Letters of Administration, and Letters of Guardianship

Letters Testamentary are always original issuances from the Clerk; no copies are made. Only the executor, administrator, guardian or the attorney of record can receive Letters. Please consult your attorney for more information.

For attorney use:

LETTERS

___ Number of Letters (specify how many)

Fee: \$2.00 per letter

CERTIFIED COPIES (specify how many) *Certified copies may take up to a day to prepare.*

___ Will

___ Application

___ Order

___ Other (specify): _____

Fees:

\$ 1.00 per page

\$ 5.00 per certified copy

If you order multiple sets, each set will be \$ 1.00 per page and \$ 5.00 for certification.

To determine the amount due, you can call the clerk's office. If you do not correctly calculate the fees, it could delay your request.

Make checks, cashier's checks or money orders payable to: **Smith County Clerk**

How do you want to get your copies? Choose One:

Pickup by: _____

Mail:

A self-addressed and stamped envelope must be provided in order to receive the Letters by mail. (an emailed prepaid USPS label is also acceptable)

If you are submitting your request by mail, please send it to:

Smith County Clerk

200 E. Ferguson, Ste. 300

Tyler, Texas 75702

Please call the clerk's office with questions: 903-590-4677