

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

**COURT INSTRUCTIONS FOR THE INDEPENDENT EXECUTOR (TRIX), OR ADMINISTRATOR (TRIX)**

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/trix or the Independent Administrator/trix 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 **§ 294** of the Texas Probate 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 **§128A** of the Texas Probate Code;
- (5) File an Inventory, Appraisalment, and List of Claims of the estate within **90 days** after taking the Oath as required by **§250** of the Texas Probate 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 (**§149E**), attaching receipts from the beneficiaries if all estate business has been completed and **six (6) months** has elapsed since the estate was opened.

\_\_\_\_\_  
Joel Baker, 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