

# FEE NOTICE

In a recent review of the Local Gov't Code ■ § 118.101 and § 118.052 ■ Fee Schedule  
the following fees will be implemented

## EFFECTIVE IMMEDIATELY

Decree removing an executor, administrator or guardian.....	\$ 1.00
Fiat, Decree, Order.....	\$ 2.00
Approving and recording bond.....	\$ 3.00
For any document containing more than 25 pages, a filing fee of \$25.00 is due after the approval of the inventory and appraisal; or after the expiration of 120 days from the initial filing date, whichever occurs first.....	\$25.00

Make checks payable to:  
John F. Warren, County Clerk

Thank You,

Dallas County Probate Department

# Notification to Attorneys

Effective Monday, May 4, 2009, Dallas County Probate Department is pleased to announce that we shall begin using new software that produces all of our Letters Testamentary, Letters of Guardianship, Letters of Administration, Certified and Exemplified Certificates. Although our new software is proven to be more efficient and more accurate, data must be input before your request can be fulfilled; thereby causing your wait time to increase. While our new software program is a great tool, there still exist other steps to be taken by you before our fulfillment of your requests for Letters Testamentary, Letters of Guardianship, Letters of Administration, Certified and Exemplified Certificates can be granted. Therefore, to alleviate your wait time, our new process requires you (after your Prove-Up) to adhere to the following:

- Stop by the certified copy counter
- Have your client's Oath acknowledged (\*if applicable)
- Pay for your order (receipt will be issued)
- Inform clerk if you wish to have your order mailed or picked up

► All orders will be prepared and mailed (the same day) by 4:00 P.M.; or available for pick up the following day by 9:00 A.M.

We are dedicated to our continuous professional, courteous, and efficient service to you.

We thank you for your understanding in this matter,

Dallas County Probate Department