

**COURT INSTRUCTIONS OF THE INDEPENDENT ADMINISTRATOR
OF AN INTESTATE ESTATE**

As the duly appointed Independent Administrator of this estate, you are hereby advised by the Court that you must comply with the following statutory requirements:

1. **File your Oath within 20 days after the date of the order** granting Letters of Independent Administration. ***This is a mandatory requirement. Sec. 305.052, Estates Code.***
2. If ordered by the Court, **file the Bond within 20 days after the date of the order** granting Letters of Independent Administration. ***This is mandatory requirement in those cases where a bond has been ordered by the Court. Sec. 305.101, Estates Code.***
3. **File your Application for Resident Agent within 20 days after the date of the order if you do not reside in Texas.** *Sec. 304.003(3)(b)(ii), Estates Code.*
4. **Issue Notice to Creditors as follows (these are mandatory requirements):**
 - a. **Notice to unsecured creditors is required within 1 month after receiving Letters of Independent Administration.** Notice is given by publishing the notice one time in a newspaper of general circulation in the county where the letters are issued. Publisher's affidavit showing date of publication shall be filed with the clerk. *Sec. 308.051, Estates Code.*
 - b. **Notice to secured creditors is required within 2 months after receiving Letters of Independent Administration.** Notice is given by certified or registered mail, return receipt requested, at the creditors' last known address. The Administrator's Affidavit of Notice to Secured Creditors, along with copies of each notice mailed with certified mail return receipt, shall be filed with the clerk. *Sec. 308.053, Estates Code.*
 - c. **Notice to Comptroller of Public Accounts** by certified mail is required if decedent paid or owed taxes administered by the Comptroller. Copy of notice with certified mail return receipt shall be filed with the clerk. *Sec. 308.051, Estates Code.*
5. **File an Inventory, Appraisal and List of Claims of the Estate within 90 days of qualification** (filing of oath and bond, as applicable) as required in Sec. 309.051 of the Texas Estates Code. ***This is a mandatory requirement. Failure to file an inventory, appraisal and list of claims within 90 days of qualification or any extension granted by the Court may result in an Order to Show Cause and/or revocation of letters and a fine not to exceed \$1,000.00. Sec. 309.057, Estates Code.***

6. When assets have been distributed to the beneficiaries, you may, if you wish, file a Closing Affidavit or a Motion and Order to Close the Estate, attaching receipts from the beneficiaries, if all estate business has been completed and six months has elapsed since the estate was opened. *Chap. 405, Estates Code.*

7. Consult with your attorney on any matter regarding this estate you do not understand. ***Failure to comply with the mandatory requirements of the Texas Estates Code may result in penalties up to and including revocation of letters of appointment or other penalties as provided by statute.***

JUDGE CURTIS PARRISH
Lubbock County Court
Lubbock County, Texas

I, _____ the duly appointed Independent Administrator of the above referenced estate, hereby attest that I have received a copy of the Instructions.

Date _____

Signature _____
Independent Administrator