

eFiling Probate Cases in Hays County information

This Document is to help filers submitting to our county.

This document contains the majority of the reasons our office returns documents for corrections.

The most returned reason is for missing fees. If you would like us to add the appropriate fees instead of returning it please include PAFIN, short for, “please apply fees if necessary” in the comment section. This way we have authorization to add fees like, Judge’s signature fees, citation and posting fees to the envelope.

The second highest reason for returns are the Proposed Order being “attached” to the Application/motion. Our side of eFile does not have a way to separate those documents so they will have to be returned to your office to be resubmitted as two separate Lead documents. Then, we can accept the application/motion into the case and send the Proposed Order to the Judge’s office to be signed.

The third reason we return documents is because all the documents are filed into the same Lead Document. Our side of eFile does not have a way to separate documents, so it will need to be returned for those fixes to be made.

Below are other fees and recommendations to help filers submit documents into the Hays county records:

Fees

- Amended Applications will need the \$50 Posting and \$4 Citation Fee if the Application type or applicant’s name has been changed.
- Final Accounting – Needs to be \$50 posting and \$ 4 citation fee
- The \$250 Service fee is for Writs
- The \$ 75 Service fee is for serving citations in Probate and Guardianship cases
- Writ of Injunctions have a \$150 Constable service fee
- Document types that are \$27, has the \$2 Judge’s fee included in that price
- Filing extensions for inventories does not remove the \$27 inventory penalty fee for not filing the inventory within 90 days of the Order being signed by the judge

Other Information

- All Notice to Creditors or Publisher Affidavits (from newspaper outlets) need include the tearsheet, “newspaper clipping” in the envelope as proof that it was in the paper or an example of the citation was published.
- Citations are posted for 10 days then the next Monday they are able to be set for hearing
- There needs to be an order “approving inability to pay” signed by a judge before you can accept in an application with the filing fees waived.
- Notice of depositions need to be posted, citation created, and they need to pay the fee for each page of this notice
- Applications for Sale of Real Property has to be posted and the Application to Sale Personal Property does not have to be posted
- Wills are due 3 business days after they submit the application

****All returned documents will include a note explaining why the document has been returned.***

For any additional questions please send an email to ccsearches@co.hays.tx.us