

**CURTIS PARRISH**  
COUNTY JUDGE



**ANGELA GSCHWEND**  
COURT COORDINATOR

**OFFICE OF THE COUNTY JUDGE**  
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### **PRO SE INSTRUCTIONS FOR FILING SMALL ESTATE AFFIDAVITS**

- After you file the Small Estate Affidavit with the County Clerk, citation must be posted for 10 days before the Court can enter an Order. *Please ask the Probate Clerk the citation return date.*
- Pursuant to Estates Code §205.003, an Order Approving Small Estates Affidavit is required. You may find an Order on the Lubbock County Court web page: [www.co.lubbock.tx.us](http://www.co.lubbock.tx.us). Under the *Judicial* tab, click on *County Court* and locate the SEA Order. Fill out the Order completely. Failure to file the Order will result in your case being set for a dismissal docket.
- You may file the Order Approving Small Estate Affidavit no sooner than 2 days prior to the citation return date. You may drop off the Order with the Probate Clerk in the County Clerk's office or in the County Judge's office.
- You will receive an email notification after the Judge approves or denies the Order. The notification is sent to the email address provided on the Pro Se Applicant's Information Form. We are unable to give a timeframe on when the Order will be signed. Your patience is appreciated.
- You may obtain a copy of the Order from the County Clerk's office. You will be responsible for any fees. The County Clerk's number is 806-775-1067.

**Please note: The County Judge and court staff cannot give legal advice or answer legal questions. If you need legal advice, you should consult with an attorney.**