

ADMINISTRATIVE ORDER

2025-1

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IN THE PROBATE COURTS

OF

HARRIS COUNTY, TEXAS

**ORDER REGARDING NOTICE OF DEPOSITS INTO
THE REGISTRY OF THE COURT AND THE COURT
APPOINTED AD LITEM FUND**

The following Administrative Order is hereby ADOPTED by the Judges of the Harris County Probate Courts by and through the Administrative Judge.

WHEREAS, the efficient administration of justice requires proper accounting and timely notification of all funds deposited into the Registry of the Court and the Court Appointed Ad Litem Fund; and

WHEREAS, maintaining accurate and comprehensive records of all Registry and Court Appointed Ad Litem Fund deposits is essential for the proper discharge of the Courts' responsibilities; and

WHEREAS, prompt notification of deposits enables the Courts to better serve the citizens of Harris County and ensures appropriate oversight of funds under the Courts' supervision;

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. The Harris County Probate Clerk shall provide written notice to the appropriate Probate Court of any and all deposits made into the Registry of the Court or the Court Appointed Ad Litem Fund within one (1) business day of receipt of such deposit.

2. Such notice shall include, at minimum:

- a. The cause number;
- b. The style of the case;
- c. The amount deposited;
- d. The date of deposit;
- e. The date of the Order directing the deposit;
- f. The identity of the depositing party;
- g. The form of deposit (cash, check, money order, or other form); and
- h. Any special instructions or restrictions accompanying the deposit.

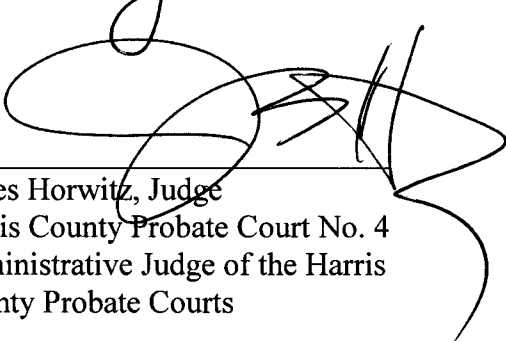
3. This notice requirement applies to ALL deposits into the Registry of the Court and Court Appointed Ad Litem Fund, regardless of the form of deposit or the nature of the underlying case.

4. The notice shall be provided to the Court Coordinator of the appropriate Probate Court via court-approved electronic means.

5. This Order supersedes any previous orders or procedures regarding notification of Registry deposits and shall remain in effect until modified or rescinded by further order of the Courts.

This Order is effective immediately.

Signed this 3 day of February, 2025



James Horwitz, Judge
Harris County Probate Court No. 4
Administrative Judge of the Harris
County Probate Courts

Franklin M. Williams
COUNTY CLERK
HARRIS COUNTY TEXAS

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FILED