

C-1-PB-26-000001

Administrative Order	§	In the Probate Court
	§	
2026-2	§	Number One
	§	
	§	Travis County, Texas

**Amended Administrative Order Requiring the Use of the Court's Account
Submission Checklist**

On this day, the Court finds there is need for an administrative order regarding annual and final accounts.

The Court finds that Court staff are spending excessive time remediating annual and final accounts that are filed in an incomplete state, are not submitted with adequate documentation, and include unauthorized actions by personal representatives, guardians, and trustees. While the Court may disapprove (in guardianship matters) or require the correction of accounts that are incorrect, (see Estates Code §§359.052, 1163.051, 1163.052), it wastes the resources of both the Court and the estate for the Court to evaluate incomplete or incorrect accounts.

Therefore, the Court has created an Account Submission Checklist that – if completely and correctly filled out – ensures that attorneys have reviewed, considered, and provided all information necessary to enable the Court to productively review an account. This Account Submission Checklist is posted on the Annual and Final Accountings page of the Court's website.

It is therefore **ORDERED** that the Travis County Probate Court No. 1 will not approve any Annual or Final Account unless it includes as a cover sheet the Account Submission Checklist posted on the Court's Annual and Final Accountings and Reimbursements website (or whatever modification of the approved form is posted in the future).

Signed on August 10, 2026.



Guy Herman, Presiding Judge