



FILED

2026 AUG 27 AM 8:07

O-04-007

O-05-004

Elaine A. Gibson
COUNTY CLERK
HAYS COUNTY, TEXAS

In the County Courts at Law of Hays County, Texas

**ADMINISTRATIVE ORDER REQUIRING SEPARATE
ELECTRONIC FILING ENVELOPES FOR ALL PROPOSED
ORDERS IN PROBATE AND GUARDIANSHIP MATTERS**

On this day, the County Courts at Law of Hays County, Texas, sitting in Probate and Guardianship matters, issue this Administrative Order to establish standardized electronic filing procedures, facilitate prompt judicial review, and ensure efficient case processing.

1. Purpose and Authority

Pursuant to the inherent administrative authority of the County Courts at Law, the Texas Government Code, and the Texas Rules of Civil Procedure (TRCP 21, 21a, and 21c), this Court finds that standardizing the submission of proposed orders in all Probate proceedings and Guardianship proceedings is necessary to ensure court administration efficiency and prevent processing delays.

2. Mandatory Separate Envelope Requirement

Effective immediately, all attorneys, legal representatives, and filers submitting documents in Probate and Guardianship proceedings within Hays County shall strictly comply with the following protocol:

Separate Lead Document / Envelope Submission: Every Proposed Order submitted for the Court's consideration must be filed as a stand-alone document in a separate electronic filing (e-filing) envelope.

Prohibition of Combined Filings: Proposed Orders must NOT be combined into the same PDF file as the underlying application, motion, or supporting exhibit, nor submitted within the same electronic filing envelope as the initiating pleading.

Document Identification: The proposed order must be properly designated in the electronic filing system using the precise document title describing the relief sought (e.g., "Proposed Order Admitting Will to Probate and for Letters Testamentary," "Proposed Order Determining Heirship," or "Proposed Order Appointing Guardian of the Person").

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3. Redaction and Compliance Standards

All filings, including Proposed Orders and any attached exhibits, must strictly comply with TRCP Rule 21c. Filers are ordered to redact all sensitive data, including but not limited to Social Security numbers, driver's license numbers, bank account numbers, and birth dates of living individuals. Non-compliant filings are subject to rejection by the Clerk.

4. Non-Compliance and Rejection

Any Proposed Order filed in violation of this Order—including orders submitted within the same electronic envelope or appended to applications—will not be accepted for judicial signature and may be rejected by the Clerk of the Court or returned without action.

THIS HAYS COUNTY ADMINISTRATIVE ORDER REQUIRING SEPARATE ELECTRONIC FILING ENVELOPES FOR ALL PROPOSED ORDERS IN PROBATE AND GUARDIANSHIP MATTERS SHALL BECOME EFFECTIVE IMMEDIATELY UPON PUBLICATION ON THE OFFICE OF COURT ADMINISTRATION'S WEBSITE AND SHALL GOVERN ALL PROCEEDINGS CURRENTLY PENDING OR SUBSEQUENTLY FILED IN THE COUNTY COURTS AT LAW OF HAYS COUNTY, TEXAS.

SIGNED AND ENTERED on this 26 day of August, 2026

A handwritten signature in cursive script, appearing to read "Elaine S. Brown", is written over a horizontal line.

**Judge Elaine S. Brown
Administrative Judge
County Court at Law
Hays County, Texas**