PROBATE COURT 5

ADMINISTRATIVE ORDER NO. 001-2026

IN THE PROBATE COURT NO. FIVE
OF HARRIS COUNTY, TEXAS

ADMINISTRATIVE ORDER ESTABLISHING PROCEDURES FOR CORRECTIONS TO PREVIOUSLY SIGNED AND FILED COURT ORDERS

COMES NOW, Harris County Probate Court Administrative Judge, by and through its Presiding Judge, the Honorable Fransheneka Watson, and finds that it is necessary to establish a uniform procedure for correcting previously signed and filed court orders to ensure accuracy, efficiency, accountability, and the integrity of the official court record.

The Court further finds that certain clerical, typographical, or administrative errors may be corrected without requiring the preparation and execution of a separate amended order, provided that the correction is properly authenticated, and processed through the Harris County Clerk's established filing and docketing procedures.

The purpose of this Administrative Order is to establish appropriate safeguards while minimizing unnecessary administrative delays and ensuring that all corrected orders are properly documented and processed.

IT IS THEREFORE ORDERED that:

1. AUTHORIZATION OF CORRECTIONS

The Court may authorize corrections to previously signed and filed orders when necessary to address clerical, typographical, or administrative errors that do not substantively alter the Court's original ruling.

All corrections shall be made under the authority of the Court and in accordance with applicable law.

If an original document exists and a change is made to the digital document, the original document must also be changed and marked with the information in the digital stamp.

2. STANDARDIZED CORRECTION DESIGNATION

A. Directly on an existing order: Any previously signed and filed order corrected pursuant to this procedure shall bear a standardized "CORRECTED" stamp identifying the document as a corrected version of the original order.

The stamp shall include the initials of the Court member making or authorizing the correction and the date the correction was made. The standardized designation shall appear substantially as follows:

CORRECTED
Court Initials____Date:_____

B. On a previously signed order modified by subsequent order: Any previous order being modified by a subsequent order may be stamped to mark it as altered. The stamp shall appear substantially as follows:

This order has been modified by
the Court by Order dated_____.
Intials: _____ Date: _____

The stamp may be changed by Court staff to reflect the circumstances that changed the order. The stamp will be initialed and dated by the Court member making the modification.

3. AUTHENTICATION OF CORRECTIONS

The Court member making or authorizing the correction shall initial and date the standardized correction designation to establish a record of the Court's authorization.
The designation shall serve as confirmation that the correction was made with the Court's authorization and shall not constitute the execution of a separate amended order.

4. FILING AND DOCKETING PROCEDURES

Upon completion and authentication of the correction or modification, the corrected order shall be returned to the Harris County Clerk through the Clerk's established workflow for filing, docketing, and any applicable subsequent processing.
Corrected orders and modified orders shall not be independently replaced, uploaded, or saved in Odyssey outside the established Clerk's workflow.
This requirement is intended to preserve the integrity of the official court record and ensure that the correction is properly documented through the Clerk's processing and audit procedures.

5. DOWNSTREAM PROCESSING AND NOTIFICATION

The Clerk's established workflow shall be utilized to ensure that corrected orders and modified orders are appropriately processed and that any applicable downstream functions have an opportunity to recognize and process the corrected/modified document.
Such functions may include, but are not limited to, attorney ad litem fee payments, financial processing, auditing, reporting, and other administrative functions dependent upon the corrected/modified order.

6. PRESERVATION OF THE OFFICIAL COURT RECORD

The designation "CORRECTED" shall indicate that the Court has authorized and authenticated a correction to a previously processed order.

The correction process shall preserve the integrity and traceability of the Court's official records and shall not be used to eliminate or obscure the existence of the originally filed order.

7. LIMITATIONS

This Administrative Order is intended to establish an administrative procedure for correcting clerical, typographical, or other nonsubstantive errors.

Nothing herein shall authorize a substantive modification of a judicial ruling or supersede any applicable requirement of the Texas Rules of Civil Procedure, Texas Estates Code, or other governing law.

Any correction requiring a substantive change to the Court's ruling shall be addressed through the appropriate judicial procedure.

8. EFFECTIVE DATE

This Administrative Order shall become effective immediately upon execution and shall remain in effect until modified, superseded, or rescinded by further order of Harris County Administrative Judge.

All applicable Court personnel shall comply with the procedures established herein.

SIGNED THIS 10th DAY OF NOVEMBER, 2026.

HON. FRANSHENEKA WATSON
PRESIDING JUDGE
Harris County Probate Court
Administrative Judge

FILED
2026 NOV 10 PM 4:20
COUNTY CLERK
HARRIS COUNTY, TEXAS