

2019 HARRIS COUNTY PROBATE COURTS • BY ATTORNEY JILL MCCARTY ARNTZ ©

Harris County Civil Courthouse, 201 Caroline, Houston, TX 77002 • Justex.net • Probate Courts: Floors 6 & 7

Default Probate Staff Email Addresses:
firstname_lastname@prob.hctx.net

Clerk of Court: fname.lname@cco.hctx.net
Bailiff emails: fname.lname@sheriff.hctx.net

HCDC: firstname.lastname@hcdistrictclerk.com
Jill McCarthy Arntz: jill@jarntzlaw.com

PROBATE COURT NO. 1 6th Floor • 832-927-1401, -1400 (fax)

Elected Judge: Jerry Simineaux • **Assoc. Judge:** Ruth Ann Stiles

Court Coord/Admin Asst: Kimberly.Hightower@ • 832-927-1408

Docket Control Orders/Trial Orders; Attorney Fees (Deceased Estates); Sets Ancillary Docket and Heirship Docket. To set hearings, call 832-927-1401

Staff Atty/Prob Coord: Susie.Rowley@ • 832-927-1401

All Deceased Estate Matters; Review of Probate Docket; Attorney Ad Litem Appointments (Decedent Estates); Review of Ancillary Docket; Review of Heirship Docket

Guardianship Coord: Cres.Machicek@ • 832-927-1418

All Guardianship Matters; Sets/Reviews Guardianship Docket; Applications for Temporary Guardianship; Attorney Ad Litem and Guardian Ad Litem Appointments (Guardianship); Attorney Fees (Guardianship cases)

Senior Ct. Investigator: Anthi.Pavlicek@ • 832-927-1401

Investigation of Guardianships; Coord. of Court Visitor Program

Show Cause Coord/Asst. Invest.: Christina.Toler@ • 832-927-1420

Manage Show Cause Docket; Investigation of Guardianships

Auditor: Kevin.Scott@ • 832-927-1412

Accountings (Annual/Final); Annual Reports (Annual/Final); Applications to Close/Discharge

Asst Auditor: Betty.Hazelwood@prob.hctx.net • 832-927-1413

Inventories; Bonds; Safekeeping

Receptionist/Asst: Toni.Williams@ prob.hctx.net • 832-927-1416

Inquiries as to Order Status; Small Estate Affidavits; Dismissals for Want of Prosecution; Probate of Will Settings

Court Reporter: Donald.Pylant@ prob.hctx.net • 832-927-1422

Clerk of Court: MHastings@cco.hctx.net • 713-274-8588

Bailiff: Ranae.Brown@sheriff.hctx.net

Policies & Procedures

Rocket Docket (Probate of Wills): Tues @8:30 and 1:30

Probate of Wills and Administration: Tues @ 9:30, 10:30 and 2:30

Heirship: Wed @ 9 am • **Guardianship:** Wed @ 10:30

Ancillary: Thurs@ 9 am, 10:30 and 2 pm (requires 10 day notice with all responses filed 3 days before hearing).

Appointments

Doctor, Guardian Ad Litem, Guardianship Attorney Ad Litem, Guardian/Private Professional Guardian; Heirship Attorney Ad Litem; Mediator. Email Cres.Machicek@prob.hctx.net

Rocket Docket

Original Will, Ind. Admin, within 4 years, citation/posting complete, licensed attorney; email to S. Rowley Proof of Death and Order by 4:30 Friday before hearing; once confirmed by S. Rowley, bring Order, Proof and Oath. Questions: Identify Witness; Identify document; confirmation of Proof; Request Entry

Attorneys in Other Specialties

Arbitration: FarrMediation.com 713-294-2207

Bankruptcy: WestonLegal.com 800-220-4318

Corporate: [Joe DiCecco](http://JoeDiCecco) 713-490-4813

Criminal: PitoniakLaw.com 832-315-6283

CPS/ADR: [Alicia Franklin York](http://AliciaFranklinYork) 713-479-5555

Employment: [John Lipps](http://JohnLipps) 832-283-3555

Family Law/ADR: TomKing.com 713-449-2000

Family Appellate: smyth.sallee@gmail.com

Attorneys in Other Specialties

Immigr.: CornoFamilyLaw.com 832-767-2922

Insur.: WoodfillLaw.com 713-751-3080

IV-D Court: [Michael Clay](http://MichaelClay) 713-530-3433

Juvenile: HansNielsenlaw.com 832-794-1230

Personal Injury: [Kurt Arnold](http://KurtArnold) 713-222-3800

Probate/Trusts/Wills: [Jill Arntz](http://JillArntz) 713-806-2794

Tax: [Larry Campagna](http://LarryCampagna) 713-654-9609

Traffic Court: CitizenLawFirm.net

Helpful Vendors

Biz Printing: AbsoluteColor.com 800-386-3054

CPAs: ReynoldsCPAFirm.com 713-316-4560

Mediation Classes: Manouso.us 713-840-0828

Process Server: [Shawn Morgan](http://ShawnMorgan) 832-245-9764

Span. Translation: [Carlos Conde](http://CarlosConde) 713-447-9743

TexasInvestigators.com 888-708-2321

Tracing: [CPA Douglas Fejer](http://CPADouglasFejer) 972-713-9300

Valuation: [CPA Bill Stewart](http://CPABillStewart) 713-598-5441



Harris County Probate Attorney Jill McCarthy Arntz

713-806-2794 • jill@jarntzlaw.com • www.jarntzlaw.com • SBN 00794257

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Harris County Civil Courthouse, 201 Caroline, Houston, TX 77002 • Justex.net • Probate Courts: Floors 6 & 7

PROBATE COURT NO. 3

7th Floor • 832-927-1403, -0010 (fax)

Elected Judge: Jason Cox • **Associate Judge:** Amy R. Parsons

AJ/Staff Attorney: Amy.Parsons@

Applications/Reports of Sale; Attorneys Fee Applications; Ratifications/Expenses; Claims; All Uncontested Dockets; Ancillary and Mental Health Dockets (as assigned)

Court Coordinator: Deanise.Jagnanan@prob.hctx.net

Schedule all dockets; Relief Guardianship Coordinator; Pre-Trial/Trial Docket Settings; Court Calendar

Litigation/Staff Attorney: Rebecca.Grant@prob.hctx.net

General Litigation Docket; Docket Control/Trial Orders; Pre-Trial/Trial Docket; Review Heirship Docket; Review Probate of Wills (limited); Mental Health Liaison

Staff Attorney: James.Conrad@prob.hctx.net

Review Probate of Will Docket; Review Guardianship docket; DWOP; 308 Notices; Small Estate Affidavits; Safety Deposit Box

Assist. Ct. Coordinator/Auditor: Javier.Cuellar@prob.hctx.net

Auditor for Annual/Final Accounts (Administrations) Application/Order to Close/Discharge; Relief Coordinator for All Dockets

Guardianship Coord. /Auditor: Brandy.Williamson@prob.hctx.net

Uncontested Guardianships; Trust Funds; Auditor for Annual/Final Accounting (Trust, Guardianship, Minors); Review Annual Reports

Ct. Assist/Show Cause Coord: Alysian.Randall@prob.hctx.net

Inventories; Bonds; Show Cause Delinquent Files; Status of Signed Instruments; Sets Uncontested Will Dockets; Data Entry for Signed Instruments

Court Investigator: Tara.Zinn@prob.hctx.net

Investigate new Guardianship Referrals and Applications; Annual Review of Existing Guardianship (Person/Estate); Relief Court Investigator

Court Assistant: Diana.Vazques@prob.hctx.net

Data Entry of Signed Instruments; Distribution of Filed Instruments; Status of Signed Instruments; Sets Uncontested Will Dockets

Court Reporter: Robin.Kulhanek@prob.hctx.net

Lead Clerk: Charlene.Rosser@prob.hctx.net 713-274-8600

Alternate Clerk: Karina.Mareno@prob.hctx.net

Bailiff: Herman.Simpson@Sheriff.hctx.net

Policies & Procedures

Guardianship: Mon 9 am ▪ **Heirship/Show Cause/DWOP:** Mon 10am

DNR & Restorations: Mon @ 2 pm ▪ **Ancillary:** Tu 2 pm, Th 9A, 2P

Wills and Administrations: Tues 9 am, Wed 9 am & 10 am

Scheduling Conferences: Tue 1:30

Men. Health Docket @ Harris Co. Psych. Ctr.: Fri 9A; Downtown 2P

* For Muniment of Title proceedings, please add to Proof of Death and Other Facts: "The decedent did not apply for and receive Medicaid after March 1, 2005."

PROBATE COURT NO. 4

7th Floor • 832-927-1404, -1499 (fax)

Elected Judge: James Horowitz • **AJ:** Clarinda Comstock

AJ/Staff Attorney: Clarinda.Comstock@prob.hctx.net

Probate Litigation, DWOP, Trust Litigation

Guardianship/Mental Health Coord: Sherrie.Fox@

All Guardianship Applications, Contests, Administrations, Docket Sale of Real Property, Trust management; Sale of Minor's Property w/o Guardianship; Mental Health docket; Monitors HC Guardianship program

Court Coordinator: Eileen.Harris@prob.hctx.net

Reviews Probate, Heirship dockets; Small Estate Affidavits; Mtns for Foreclosure; liaison to Attorney Ad Litem Assistant

Decedent Estates/Auditor (Dependent Estates): Julia.Elliott@

All aspects of Dependent Estate Administration; Attorney's Fees (Decedents & Guardianships)

Guardianship/Men. Health Assist/Auditor: Jose.Martinez@

All aspects of Guardianship Admin.; Mental Health Docket, attends Mental Health Court on Mondays; Minor Trust Funds

Administrative Assistant: Gloria.Bryant@prob.hctx.net

General and Order inquiries; CLE; Annual Reports (person only); Annual Reports/Accounts (HC Guardianship program); Delinquency letters

Court Assistant/Receptionist: Joanna.Cooper@prob.hctx.net

General and Order Inquiries; Inventories, Beneficiary Notices, Delinquency letters (Independent Estates); Emergency funeral, Burial and personal property access; Safe Deposit Box Orders

Court Investigator: Tasia.Dobard@prob.hctx.net

Investigation of Guardianships; Annual Review of Existing Guardianships

Court Reporter: Hipolita.Lopez@prob.hctx.net

Court Clerk: Ruby.Vasquez@prob.hctx.net 713-274-8588

Assists Judge and Staff in Court

Backup Court Clerk: Sarah Cuellar, scuellar@co.hctx.net

713-274-8566, Service of Citations

Bailiff: Michael.Taylor@prob.hctx.net

Policies & Procedures

Probate of Will Docket & Dependent Administrations: Tu 10A,

1:30P, 2:30P ▪ **Heirship & Independent Admin:** Wed 1P

Guardianship: Wed 2:30 [email Sherrie.Fox@prob.hctx.net for uncontested guardianship dockets and 1301 Management Trusts]

*For settings for most uncontested hearings, complete steps at www.probatecourt4.com; special settings requiring more time, call 832-927-1404

Miscellaneous

Harris Co. District Clerk: HCDistrictClerk.com 713-927-5800

Harris Co. Probate Courts: Justex.net

Harris Co. Visitor Badge Program: 713-755-2255 ★

201 Caroline Secret Entry: 1401 Congress Garage SW Stairs

Manouso Mediation & Arbitration LLC

ADR

Mediation & Arbitration Training

www.Manouso.us
713-840-0828

2019 Court Holidays/ Weather Policy

Jan. 1st ▪ MLK 1/21 ▪ Good Friday 4/19 ▪ Mem Day 5/27 ▪ July 4 ▪ Labor Day 9/2 ▪ Thanksgiving 11/28-29 ▪ Dec. 12/24-25

Weather Closures: Same as HoustonISD.org

Dead Weeks: 4/16 ▪ 6/18 ▪ 9/4 ▪ 12/24

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