



## Collin County Clerk – Probate eFiling FAQ's

1. Do attorneys eFile a Will for Probate?  
**Yes, they submit the Will when filing a new case.**
2. Is there a requirement to produce the original Will at prove-up?  
**Yes, the original Will must be brought to the hearing.**

### APPLICATIONS FOR PROBATE FILINGS

3. Does the Will need to be scanned and bookmarked?  
**The Will is scanned as an individual document, NOT as an attachment or bookmarked as an exhibit to the application.**
4. Is just the title bookmarked?  
**No; see answer above.**
5. Does the attorney bring the Will to the prove-up hearing?  
**Yes, the original Will is brought to the hearing and then submitted to the Clerk.**
6. Are Proposed Orders submitted as attachments to the Applications/Motions and bookmarked or should they be submitted separately?  
**Proposed Orders must be submitted under their own filing code, NOT bookmarked or attached. There are two filing codes that may be used for this: 1) *Request for Judge's Signature* - this will be used most commonly and will charge the statutory \$2.00 fee; or, 2) *Proposed Order* – this is for orders that do not have a fee or the fee is added into the main filing fee (ex: Inventories and Accountings). Orders Admitting a Will are brought into the hearing (for now).**

## **GUARDIANSHIP APPLICATIONS**

7. Are physician certificates bookmarked?

**No, physician certificates are filed separately as their own document.**

8. How does an attorney submit something for in-camera inspection or other documents that are to be sealed such as physical reports?

**We currently do not have in-camera inspection. Documents are not sealed unless directed by a court order. If so directed, the documents will be sealed by the Clerk.**

9. Do attorneys bring documents to be sealed to the hearing?

**At this time you will only bring the original Will, Ordering Admitting Will or judgments, proof of death and oath to the hearing. All other documents will be eFiled.**