



**STACEY KEMP, COUNTY CLERK**

2100 Bloomdale Road, Suite 12360-12352, McKinney, Texas 75071

Phone: 972.548.6463 Email: probate@collincountytx.gov

Office Hours: 8:00 a.m. to 4:30 p.m. - Monday – Friday

**COUNTY CLERK PROBATE/MENTAL HEALTH FEE SCHEDULE**

(Effective January 1, 2016)

**Probate Fee Schedule**

**Application for Probate of Will and Issuance of Letters Testamentary \$264.00**

- Clerk’s Fee - New Suit
- Supp. Court-Initiated Guardianship Fee
- Court Reporter Fee
- Judicial Education Fund Fee
- Judiciary Support Fee
- Appellate Judicial System Fee
- Law Library Fee
- Basic Civil Legal Services for Indigents
- Records Archive Fee
- Records Management & Preservation
- Courthouse Security Fee
- Court Records Preservation Fee
- Sheriff’s Fee Posting of Notice
- Posted Citation/Issuing Writs Clerk’s Fee
- Electronic Filing Fee

**Application for Probate of Will as Muniment of Title \$264.00**

- Clerk’s Fee - New Suit
- Supp. Court-Initiated Guardianship Fee
- Court Reporter Fee
- Judicial Education Fund Fee
- Judiciary Support Fee
- Appellate Judicial System Fee
- Law Library Fee
- Basic Civil Legal Services for Indigents
- Records Archive Fee
- Records Management & Preservation
- Courthouse Security Fee
- Court Records Preservation Fee
- Sheriff’s Fee Posting of Notice
- Posted Citation/Issuing Writs Clerk’s Fee
- Electronic Filing Fee

**Application for Appointment of Independent/Dependent Administrator**

**\$264.00**

Clerk's Fee - New Suit  
Supp. Court-Initiated Guardianship Fee  
Court Reporter Fee  
Judicial Education Fund Fee  
Judiciary Support Fee  
Appellate Judicial System Fee  
Law Library Fee  
Basic Civil Legal Services for Indigents  
Records Archive Fee  
Records Management & Preservation  
Courthouse Security Fee  
Court Records Preservation Fee  
Sheriff's Fee Posting of Notice  
Posted Citation/Issuing Writs Clerk's Fee  
Electronic Filing Fee

**Application for Appointment of Temporary Administrator**

**\$264.00**

Clerk's Fee - New Suit  
Supp. Court-Initiated Guardianship Fee  
Court Reporter Fee  
Judicial Education Fund Fee  
Judiciary Support Fee  
Appellate Judicial System Fee  
Law Library Fee  
Basic Civil Legal Services for Indigents  
Records Archive Fee  
Records Management & Preservation  
Courthouse Security Fee  
Court Records Preservation Fee  
Sheriff's Fee Posting of Notice  
Posted Citation/Issuing Writs Clerk's Fee  
Electronic Filing Fee

**Small Estate Affidavit****\$249.00**

Clerk's Fee - New Suit  
Supp. Court-Initiated Guardianship Fee  
Judicial Education Fund Fee  
Judiciary Support Fee  
Appellate Judicial System Fee  
Law Library Fee  
Basic Civil Legal Services for Indigents  
Records Archive Fee  
Records Management & Preservation  
Courthouse Security Fund Fee  
Court Records Preservation Fee  
Sheriff's Fee Posting of Notice  
Posted Citation/Issuing Writs Clerk's Fee  
Electronic Filing Fee

**Application for Appointment of Independent Administrator without Will and Determination of Heirship****\$343.00**

Clerk's Fee -New Suit  
Supp. Court-Initiated Guardianship Fee  
Court Reporter Fee  
Judicial Education Fund Fee  
Judiciary Support Fee  
Appellate Judicial System Fee  
Law Library Fee  
Basic Civil Legal Services for Indigents  
Records Archive Fee  
Records Management & Preservation  
Courthouse Security Fund Fee  
Court Records Preservation Fee  
Service of Process/Constable/Citation by Publication  
Sheriff's Fee Posting of Notice  
Issuance of Original Document/Publication Notice  
Posted Citation/Issuing Writs Clerk's Fee  
Electronic Filing Fee

**Application for Determination of Heirship**

**\$343.00**

Clerk's Fee - New Suit  
Supp. Court-Initiated Guardianship Fee  
Court Reporter Fee  
Judicial Education Fund Fee  
Judiciary Support Fee  
Appellate Judicial System Fee  
Law Library Fee  
Basic Civil Legal Services for Indigents  
Records Archive Fee  
Records Management & Preservation  
Courthouse Security Fund Fee  
Service of Process/Constable/Citation by Publication  
Court Records Preservation Fee  
Sheriff's Fee Posting of Notice  
Posted Citation/Issuance of Writs Clerk's Fee  
Issuance of Original Document/Publication Notice  
Electronic Filing Fee

**Application for Appointment of Guardian**

**(Does not include fees for personal service of citation to wards age 12 and over)**

**\$264.00**

Clerk's Fee - New Suit  
Supp. Court-Initiated Guardianship Fee  
Court Reporter Fee  
Judicial Education Fund Fee  
Judiciary Support Fee  
Appellate Judicial System Fee  
Law Library Fee  
Basic Civil Legal Services for Indigents  
Records Archive Fee  
Records Management & Preservation  
Courthouse Security Fee  
Court Records Preservation Fee  
Sheriff's Fee Posting of Notice  
Posted Citation/Issuing Writs Clerk's Fee  
Electronic Filing Fee

<b>Probate Adverse Action</b>	<b>\$135.00</b>
Clerk's Fee - New Suit	
Supp. Court Initiated Guardianship Fee	
Basic Civil Legal Services for Indigents	
Courthouse Security Fund Fee	
Court Records Preservation Fee	
Records Archive Fee	
Records Management & Preservation	
Electronic Filing Fee	

<b>Creation/Modification of Trust</b>	<b>\$264.00</b>
Clerk's Fee - New Suit	
Supp. Court-Initiated Guardianship Fee	
Court Reporter Fee	
Judicial Education Fund Fee	
Judiciary Support Fee	
Appellate Judicial System Fee	
Law Library Fee	
Basic Civil Legal Services for Indigents	
Records Management & Preservation	
Courthouse Security Fee	
Court Records Preservation Fee	
Sheriff's Fee Posting of Notice	
Posted Citation/Issuing Writs Clerk's Fee	
Electronic Filing Fee	

<b>Foreign Will, Issuance of Letters Testamentary</b>	<b>\$264.00</b>
Clerk's Fee - New Suit	
Supp. Court-Initiated Guardianship Fee	
Court Reporter Fee	
Judicial Education Fund Fee	
Judiciary Support Fee	
Appellate Judicial System Fee	
Law Library Fee	
Basic Civil Legal Services for Indigents	
Records Archive Fee	
Records Management & Preservation	
Courthouse Security Fee	
Court Records Preservation Fee	
Sheriff's Fee Posting of Notice	
Posted Citation/Issuing Writs Clerk's Fee	
Electronic Filing Fee	

<b>Foreign Will (for recording only)</b>	<b>\$235.00</b>
Clerk's Fee - New Suit	
Supp. Court-Initiated Guardianship Fee	
Court Reporter Fee	
Judicial Education Fund Fee	
Judiciary Support Fee	
Appellate Judicial System Fee	
Law Library Fee	
Basic Civil Legal Services for Indigents	
Records Archive Fee	
Records Management & Preservation	
Courthouse Security Fund Fee	
Court Records Preservation Fee	
Electronic Filing Fee	

<b>Application for Sale of Minor's Property by a Parent Without Guardianship</b>	<b>\$264.00</b>
Clerk's Fee - New Suit	
Supp. Court-Initiated Guardianship Fee	
Court Reporter Fee	
Judicial Education Fund Fee	
Judiciary Support Fee	
Appellate Judicial System Fee	
Law Library Fee	
Basic Civil Legal Services for Indigents	
Records Archive Fee	
Records Management & Preservation	
Courthouse Security Fee	
Court Records Preservation Fee	
Sheriff's Fee Posting of Notice	
Posted Citation/Issuing Writs Clerk's Fee	
Electronic Filing Fee	

<b>Payment of Claims without Guardianship</b>	<b>\$264.00</b>
Clerk's Fee - New Suit	
Supp. Court-Initiated Guardianship Fee	
Court Reporter Fee	
Judicial Education Fund Fee	
Judiciary Support Fee	
Appellate Judicial System Fee	
Law Library Fee	
Basic Civil Legal Services for Indigents	
Records Archive Fee	
Records Management & Preservation	
Courthouse Security Fee	
Court Records Preservation Fee	
Sheriff's Fee Posting of Notice	
Posted Citation/Issuing Writs Clerk's Fee	
Electronic Filing Fee	

## Probate Miscellaneous Fee Schedule

Abstract of Judgment	\$ 5.00
Administering Oath or Affirmation with Certificate & Seal <i>(Statutory Judge's Fee)</i>	\$ 2.00
Administer Oath/Affirm without Certificate & Seal	\$ 0.25
Annual or Final Account of Estate, Filing Fee <b>(Plus additional \$2.00 for Order and additional \$29.00 for Citation on Final Accounts.)</b>	\$ 25.00
Annual or Final Report, Guardian of a Person <b>(Plus additional \$2.00 for Order.)</b>	\$ 10.00
Filing application for sale of real or personal property <b>(Plus additional \$2.00 for Order and additional \$29.00 for Citation.)</b>	\$ 25.00
Approval & Confirmation of Sale <i>(Statutory Judge's Fee)</i>	\$ 2.00
Attorney Ad Litem Fee	Set by Judge
Approval & Recording Bond	\$ 3.00
Clerk's Certification Fee per document <b>(Plus additional \$1.00 per page.)</b>	\$ 5.00
Non-Certified Copy Fee <b>(Per page)</b>	\$ 1.00
Claim Against Estate	\$ 10.00
Community Survivors	\$ 40.00
Search Fee	\$ 5.00
Continuance Fee	\$ 0.10
Courthouse Security Fee (Not Original Filing)	\$ 1.00
Decree Approving or Setting Aside Report <i>(Statutory Judge's Fee)</i>	\$ 2.00
Decree of Partition & Distribution <i>(Statutory Judge's Fee)</i>	\$ 2.00
Decree Refusing Order of Sale or Confirmation of sale	\$ 2.00
Approval & Confirmation of Sale <i>(Statutory Judge's Fee)</i>	\$ 2.00
Decree Removing Executor, Administrator or Guardian <i>(Statutory Judge's Fee)</i>	\$ 1.00
Fax Transmittal Fee	\$ 1.50
Fee for other document filed in pending Probate Action after the filing of an order or 120 days after initial filing, if more than 25 pages	\$ 25.00
Fiat or Certificate <i>(Statutory Judge's Fee)</i>	\$ 2.00
Granting Letters Testamentary, Letters of Administration & Letters of Guardianship, Abstract Judgment Issuance fee. <i>(Statutory Judge's Fee)</i>	\$2.00
Issuance fee for Letters Testamentary, Letters of Administration & letters of Guardianship <b>(Plus additional charge for Certified Copy of Order attached to Guardianship Letters.)</b>	\$2.00
Filing an inventory and appraisal <b>(Plus additional \$2.00 for Judges Order.) After the 90th day after the personal representative has qualified to serve or if the court grants an extension after the date of the extended deadline.</b>	\$25.00
Issuing each additional set of an original and one copy	\$ 4.00
Issuing Original Document and one copy	\$ 4.00
Jury Fee	\$ 40.00
Mail Service of Process/Sheriff's Office	\$ 75.00

Oath Administering Fee	\$ 2.00
Original Probate Action - Additional Special Fee	\$ 5.00
Order of Sale ( <i>Statutory Judge's Fee</i> )	\$ 2.00
Order for which another fee is not prescribed ( <i>Statutory Judge's Fee</i> )	\$ 2.00
Safekeeping of Will	\$ 5.00
Returned Check Fee ( <i>Collected by Bookkeeping Dept.</i> )	\$ 30.00
Special Commissioner Fee in Eminent Domain ( <i>As taxed by Court \$10.00</i> )	\$ 10.00
Criminal History Record Fee - Probate Court	\$ 10.00
Delayed Registration of Death	\$ 1.00
Deposit of Will	\$ 5.00
Expense of Preserving Record	Actual Cost
Sheriff - Citation in Probate/Posting	\$ 25.00
Service of Process - Citation by Publication/Constable	\$ 75.00
Service of Process - Subpoena/Constable	\$ 75.00
Service of Process - Writ of Attachment/Constable	\$175.00
Service of Process - Writ of Injunction/Temporary Restraining Order/Constable	\$175.00
Probate Dump Fee	\$150.00
Security Deposit - Probable Cost of Hearing	Set by Judge
Exemplification or Authenticated <b>(Plus 1.00 per page.)</b>	\$ 12.00
Civil -Certified Mail	\$ 20.00

## **Mental Health Fee Schedule**

Mental Health Application	<b>\$310.00</b>
Supp. Court-Initiated Guardianship Fee	
Sheriff's Fee	
Judge's Continuing Education Fee	
Court Reporter Fee	
Records Archive Fee	
Records Management & Preservation	
Judiciary Fund	
Courthouse Security Fund Fee	
Appellate Judicial System Fee	
Law library Fee	
Court Records Preservation Fee	
Basic Civil Legal Services for Indigent	
Judge's Service on Mental Health Application	
Prosecutor's Service on Mental Health Application	
Electronic Filing Fee	

## **Mental Health Miscellaneous Fee Schedule**

Mental Health - Attorney's Fees - Statutory Probate Court	Actual Cost
Mental Health - Compensation for Court Appointed Attorneys, Interpreters, Physicians, Masters - Statutory Probate Court	Set by Judge
Mental Health - Expert Witness Testimony Fee - Statutory Probate Court	Expenses approved by Judge
Mental Health - Judges Expenses Fee for Hearing in Location Other than County Courthouse - Statutory Probate Court	Reasonable & Necessary expenses as certified
Mental Health - Judges Services Fee -Statutory Probate Court	Not to exceed \$50.00
Mental Health - Patient Transportation Fee - Statutory Probate Fee	Actual Cost
Mental Health - Physician Examination Fees - Statutory Probate Court	Actual Cost
Mental Health-Prosecutors Services Fee -Statutory Probate Court	Not to exceed \$50.00
Mental Health -Transportation Fee; Between Counties - Statutory Probate Court	Not to exceed reasonable cost of transportation
Mental Health-Transportation Fee; Within Same County Statutory Probate Court	Not to exceed \$50.00
Mental Health & Chem Dependency Services Fee - Statutory Probate Court	\$40.00
Mental Health Background Check for License to Carry a Concealed Weapon	\$ 2.00
Commitment or Release Fee	\$ 5.00
Clerk's Certification Fee per document <b>(Plus additional \$1.00 per page.)</b>	\$ 5.00
Non-Certified Copy Fee (per page)	\$ 1.00
Fax Transmittal Fee	\$ 1.50
Clerk's Copy Fee <b>(Copies only released by order of the Court, 571.015 H&amp;S.)</b>	\$ 1.00
Search Fee <b>(Information only released by order of the Court, 571.015 H&amp;S.)</b>	\$ 5.00
Jury Fee	\$40.00