

SMALL ESTATE AFFIDAVIT CHECKLIST

Calhoun County Court at Law No. 1

BEFORE YOU FILE — YOU MUST:

✓ Use the Court-Approved Form

Available on our website under the **Probate** → **Small Estates** section

! Other forms will **NOT** be approved

✓ Complete EVERY Section

- Do not leave blanks
 - Do not use “N/A” unless clearly appropriate
- !** Incomplete forms will be **rejected**
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✓ List ALL Assets Clearly

- Include **accurate values**
 - Bank accounts: list **institution name + last 4 digits**
 - Real property: include **legal description**
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✓ List ALL Debts

- Credit cards
 - Medical bills
 - Funeral expenses
- !** Missing debts may delay approval
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✓ Verify Heirship

- List **ALL heirs**
 - Include correct **relationship to decedent**
 - ! Errors here are a top reason for rejection
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✓ Include ALL Required Signatures

- All distributees must sign
 - Must be **notarized**
 - ! Missing signatures = **automatic rejection**
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✓ Follow the Instructions Provided

Step-by-step instructions are on the Court's website

- ! Skipping steps often leads to denial
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✓ Complete the ORDER

- Submit the **Proposed Order Approving Small Estate Affidavit**
 - Must be fully filled out
 - ! Do NOT leave for the Court to complete
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✓ Double-Check Your Math

- Total assets must be correct
 - Distributions must add up properly
 - ! Math errors will delay processing
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✓ **Attach Required Documents**

May include:

- Death certificate
 - Property descriptions
 - Supporting records
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IMPORTANT

Approval is **NOT automatic**

The Court has discretion under **Texas Estates Code § 205.003**

Incomplete or incorrect filings will:

- Delay your case
 - Require corrections or resubmission
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FINAL TIP

Take a few extra minutes to review everything before filing—it can save **weeks of delay**.