

TRAVIS COUNTY PROBATE: WHO SHOULD I CONTACT?

RULE OF THUMB: If you're asking about a specific case ruling or issue → CONTACT THE COURT.
If you're asking about records or filings → CONTACT THE CLERK.

Court Staff

Court Coordinator Team

- Setting, canceling, resetting cases
- Judge's calendars
- Docket questions and issues
- General Court Inquiries

Court 1: probateone.hearings@traviscountytexas.gov
512-854-9258

Court 2: probate2.hearings@traviscountytexas.gov
512-854-5512

Briefing Attorneys (Probate Matters) & Support Staff

- TRO filings
- Regular & Uncontested docket questions
- Submission vs. hearing questions
- Heirships & Temporary Administrations
- Successor trustees (non-court-created trusts)
- Pleading requirements & submission procedures
- Continuances and cancellations

Court 1: probateone.staffattorney@traviscountytexas.gov

Court 2: probate2.staffattorney@traviscountytexas.gov

Court Investigators (Guardianship Matters)

- Potential guardianships, current investigations and before you file for a temporary guardianship
- Questions or issues about ongoing guardianships of the person, *not annual reports*

Court 1: Ophelia.Enamorado@traviscountytexas.gov

Court 2: Melanie.Ibarra-Herrera@traviscountytexas.gov

Associate Judge

Attorneys Only:

- Attorney Ad Litem appointments
- Small Estate Affidavit review
- Cases already set on the Sales Docket
- Requests for Court-approved rates

Court No. 1 Tom.Ruffner@traviscountytexas.gov

Court No. 2 Emily.Rickers@traviscountytexas.gov



Scan the QR code for the Court's full staff directory and guidance on who to call for specific matters (including Probate Auditors and more).

Clerk's Office

Phone: 512-854-5958

Email: probate@traviscountytexas.gov

- E-File Questions
 - Filing fees
 - Which filing type to use
 - Status of a filing
 - Returned filings
- Filing procedures & court costs
- Posting and Citation issuance information
- Odyssey Portal information
- Obtaining Letters of Administration & Guardianship
- Record Searches & Copy Requests
 - Filings in a case
 - Parties to a case
 - Attorney information
 - Case history (dates & movement)
 - Whether a case has been filed
 - Copies (Plain and Certified)

For a complete and current list of filing fees, visit the Clerk's website.

