

- File the accounting electronically as required by Texas Supreme Court Order and TRCP Rule 21.
- **No financial statement, check copy, or other back-up to an annual or final accounting shall be filed with the Clerk, whether or not any sensitive data is redacted.**
- Within 7 business days of filing the accounting, deliver the following to the Court:
 1. An **unredacted paper copy of the filed accounting. On the first page, clearly indicate the date the accounting was filed.** Deliver by mail or by hand-delivery to the office of the Court Coordinator, Tanya Scanlon.
 2. **Unredacted paper copies of all required back-up** including financial statements (for example, all bank statements, copies of returned checks, brokerage statements, etc.). Copies or originals are acceptable, as long as they are unredacted. Deliver by mail or by hand-delivery to the office of the Court Coordinator, Tanya Scanlon.

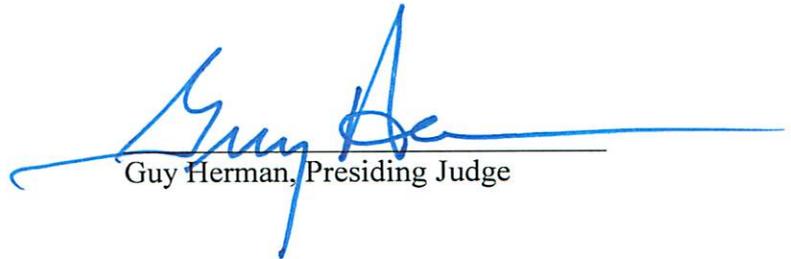
The Court will not file the back-up. Counsel has 30 days after an accounting is approved to pick up the hard-copy back-up that was delivered to the Court. If the back-up is not picked up within 30 days, the Court will destroy it.

3. An **electronic version of all required back-up** (see #2 above). This electronic version may be submitted on a flash drive delivered with the paper back-up to the office of the Court Coordinator, Tanya Scanlon, or may be emailed to alesia.drummer@co.travis.tx.us.

The Court will retain an electronic version of the back-up in its internal files. Counsel may arrange to pick up a submitted flash drive after the electronic version of the back-up has been saved.

4. **If it is a first annual accounting, an unredacted copy of the inventory.**
5. **In a probate, the names and birth dates of all minor heirs, if any.**

Signed on May 14, 2014.


Guy Herman, Presiding Judge