

Annual Account Compliance FAQs

1. What if I think I received a compliance letter by mistake?

If you think you received a compliance letter by mistake, please let us know by emailing the Court at probate.compliance@traviscountytexas.gov. Our goal is to catch mistakes in Court or Clerk coding before we send out compliance letters, but we realize we might miss something. Let us know if you think we did.

*Note: If you already filed an annual account that has **not** been approved, please check two things before emailing the Court to say a mistake was made:*

- *please be sure you filed a cover sheet with a proposed order, **and***
- *if the Court asked you to fix problems, please be sure you took care of them.*

Before resolving compliance issues, the Court does need to make sure these pleadings have been approved.

2. What if my client files an Annual Account before the compliance hearing?

What you'll need to do if your client files an annual account before the compliance hearing depends on the filing date and time:

(1) If the annual account is file-stamped no later than noon on the day before the compliance hearing:

- Email probate.compliance@traviscountytexas.gov to let us know.
- The Court will investigate and let you know whether the case has been taken off the compliance docket.

(2) If the annual account is file-stamped before the compliance hearing, but later than noon on the day before:

- Email probate.compliance@traviscountytexas.gov to let us know.
- ***Expect that you will need to show up at the compliance hearing.*** We will try to investigate in time to let you know whether the case has been taken off the compliance docket, but we cannot promise we will have time to do so with a filing this late. ***If you don't hear from us, you do need to show up.***

3. What if I have a compliance issue I want to bring to the Court's attention?

What if I file a motion to withdraw?

If you're having problems that you want to discuss with the Court, the compliance hearing is the place to discuss those issues. **Once a compliance letter goes out, discussions about compliance issues cannot take place until the hearing, so do not email or call the Court to discuss any issues before then.**

If you file a Motion to Withdraw, the motion will automatically be scheduled to be heard at the compliance hearing. Please email probate.compliance@traviscountytexas.gov to let us know the motion has been filed. Note that the Court is unlikely to grant a withdrawal motion before a non-compliant guardian or administrator has been removed.

4. Do I really have to come to the compliance hearing?

Yes, you are required to come to the compliance hearing if your case is on the posted docket and the Court hasn't sent you an email stating that the case has been taken off the docket. Judge Herman expects you to be there to discuss issues that led to your client's failure to comply with the statutory requirement to file an annual account.

To double-check whether you are required to attend, check the list of "compliance-docket cases" that will be posted on the Court's Compliance and Show Cause web page no later than 3:00 p.m. on day before the compliance hearing. See <https://www.traviscountytexas.gov/probate/compliance>. If this case is listed and you think it's listed by mistake, email probate.compliance@traviscountytexas.gov, and we'll double-check. **If this case is listed, and you don't get a confirmation that it was listed by mistake, you must show up.**