

**JUDGE RICHARD R. HICKS, III  
CALDWELL COUNTY COURT AT LAW**



Caldwell County Justice Center  
1703 S. Colorado, Box 11  
Lockhart, Texas 78644

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September 16, 2025

**County Court-At-Law Policy Regarding  
Submitting Paperwork for Will Prove-ups and Heirships**

Counselors,

Welcome to Caldwell County Court-At-Law

The strategic goals of the Caldwell County Court at Law are (1) to provide efficiency to all litigants (2) to handle all pending and incoming caseload of whatever type (probate, guardianship, mental health, or civil litigation) carefully and expeditiously and (3) to thoroughly monitor our ongoing guardianships and dependent administrations. This Court is committed to ensuring the probate process is as effortless as possible.

To set a hearing, please email the Court Administrator at [joseana.charlton@co.caldwell.tx.us](mailto:joseana.charlton@co.caldwell.tx.us) for available hearing dates. Once a date has been selected, please email a Notice of Hearing to the Court Administrator for approval. After it has been signed, the notice must be submitted through E-File.

If attorney ad litem is appointed in your case, confirm that the attorney ad litem has filed or is ready to file a report and is ready to proceed with a hearing. If your case is a guardianship matter, confirm that the proposed guardian has completed all required paperwork. Please be advised that payment of the attorney ad litem fees is required on or before the scheduled hearing. We kindly ask that this be taken care of in advance to ensure the matter may proceed without delay.

At least one week before the hearing date, please submit all proposed hearing documents via e-file:

For **Probate of Will**, (Letter of Testamentary or Muniment of Title), please submit:

1. Proof of death and other facts
2. Order
3. Oath

For **Heirships** (or dependent administration with heirship to follow), please submit:

1. Proof of death and other facts
2. Statement of facts concerning the identity of heirs for each of two disinterested witnesses
3. Oath (if seeking administration)
4. Judgment Declaring Heirship and
5. Order Authorizing Dependent/Independent Administration

**Please note** that the Court **will not hear** a case without proper pleadings filed or proposed Orders delivered within the times set herein. It is the Court's desire that all hearings be as efficient and pleasant as possible for everyone involved.

Richard R. Hicks, III  
Judge, County Court at Law