

ANNAYA MARTIN  
Court Administrator  
409 766 2482

CHRISTINE WELSH  
Court Coordinator  
409 766 2251  
FAX 765 3221

MONICA CAVAZOS  
Court Auditor  
409 770 5140



DEBBIE DIAZ  
Guardianship Investigator  
409 770 5188

JOHN P. PARTAIN  
Court Reporter  
409 765 2654

**KIMBERLY SULLIVAN**  
**PROBATE COURT JUDGE**  
Galveston County  
600 59<sup>th</sup> Street, Suite 2305  
Galveston, Texas 77551-4180

August 6, 2018

Dwight Sullivan  
County Clerk  
600 59<sup>th</sup> Street  
Galveston, Texas 77551

Re: Small Estate Affidavits

Dear Mr. Sullivan:

Small Estate Affidavits distributing the estate of a deceased person are being used more frequently. In order to assist the heirs, please note the following:

1. A Small Estate Affidavit cannot be used when the deceased has left a written will.
2. A Small Estate Affidavit cannot be used until 30 days following the decedent's death.
3. A Small Estate Affidavit cannot be used when the deceased is the Ward of a pending guardianship unless the attorney to the guardianship is filing the Small Estate Affidavit.
4. A Small Estate Affidavit cannot be used when existing debts or liabilities remain unpaid and are not secured by liens or mortgages exceed the assets.
5. A Small Estate cannot be used unless they are fully completed with no omissions.

Please share this information with the parties to assist them in determining if a Small Estate Affidavit is a legal option.

Very truly yours,

Kimberly Sullivan