

HARRIS COUNTY PROBATE COURTS 201 Caroline Houston, TX 77002 <a href="http://www.co.harris.tx.us/probate">www.co.harris.tx.us/probate</a>		HARRIS COUNTY CLERK PROBATE DIVISION 713.274.8585 <a href="http://www.cclerk.hctx.net">www.cclerk.hctx.net</a>	
HON. JERRY W. SIMONEAUX, JR. Probate Court 1 6 <sup>th</sup> Floor 832.927.1401 832.927.1400 FAX	HON. MICHAEL NEWMAN Probate Court 2 6 <sup>th</sup> Floor 832.927.1402 832.927.1432 FAX	HON. JASON COX Probate Court 3 7 <sup>th</sup> Floor 832.927.1403 832.927.0010 FAX	HON. JAMES HORWITZ Probate Court 4 7 <sup>th</sup> Floor 832.927.1404 832.927.1499 FAX
RUTH ANN STILES - Associate Judge <a href="mailto:ruth.stiles@prob.hctx.net">ruth.stiles@prob.hctx.net</a> 832.927.1401	SUSIE ROWLEY - Associate Judge/Staff Attorney <a href="mailto:susie.rowley@prob.hctx.net">susie.rowley@prob.hctx.net</a> Attorneys Fee Applications; Claims; Review of Probate, Heirship and Ancillary Dockets	AMY R. PARSONS- Associate Judge/Staff Attorney <a href="mailto:Amy.Parsons@prob.hctx.net">Amy.Parsons@prob.hctx.net</a> Attorneys Fee Applications; Ratifications/Expenses; All Uncontested Dockets; Ancillary & Mental Dockets (as assigned)	CLARINDA COMSTOCK - Associate Judge/Staff Attorney <a href="mailto:clarinda.comstock@prob.hctx.net">clarinda.comstock@prob.hctx.net</a> Probate Litigation; Dismissal for Want of Prosecution; Trust Litigation
TAMIKA HARRIS - Staff Attorney/Probate Coordinator 832.927.1401 <a href="mailto:tamika.harris@prob.hctx.net">tamika.harris@prob.hctx.net</a> All Deceased Matters; Review of Probate Docket; Attorney Ad Litem Appointments (Decedent Estates); Review of Ancillary and Heirship Dockets	COLETON MAYO – Guardianship Coordinator/Staff Attorney <a href="mailto:coleton.mayo@prob.hctx.net">coleton.mayo@prob.hctx.net</a> All Guardianship matters; Sets/Reviews Guardianship Docket; Applications for Temporary Guardianship; Attorney and Guardian Ad Litem Appointments (Guardianship); Contested Guardianships	DEANISE JAGNANAN – Chief of Staff/Court Coordinator <a href="mailto:deanise.jagnanan@prob.hctx.net">deanise.jagnanan@prob.hctx.net</a> Schedule All Dockets; Human Resources/ Payroll; Relief Guardianship Coordinator; Pre-Trial / Trial Dockets Settings; Court Calendar	SHERRIE FOX - Guardianship & Mental Health Coordinator <a href="mailto:sherrie.fox@prob.hctx.net">sherrie.fox@prob.hctx.net</a> All Guardianship Applications- Permanent, Temporary and Contests; Sets Guardianship Docket; Guardianship Administration- Sale of Real Property, Management Trusts; Sale of Minor's Property without a Guardianship; Mental Health Docket; Monitors H.C. Guardianship Program; Payroll, Human Resources, and Budget
KIMBERLY HIGHTOWER - Court Coordinator/Administrative Assistant <a href="mailto:kimberly.hightower@prob.hctx.net">kimberly.hightower@prob.hctx.net</a> 832.927.1408 Docket Control/Trial Orders; Attorney Fees (Deceased Estates); Sets Ancillary and Heirship Dockets; Payroll, Purchasing and Human Resources Liaison	YOLANDA LOPEZ - Court Coordinator/ Database Manager/ADA Coordinator <a href="mailto:yolanda.lopez@prob.hctx.net">yolanda.lopez@prob.hctx.net</a> All Contested Matters; Trial Settings; Scheduling of Ancillary, Show Cause and Scheduling Conference Dockets; Dismissal for Want of Prosecution; Non-Suits; Substitution of Attorney; Minor's App to Withdraw Funds from Registry; Assist Guardianship Coordinator	REBECCA GRANT- Litigation/Staff Attorney <a href="mailto:Rebecca.Grant@prob.hctx.net">Rebecca.Grant@prob.hctx.net</a> General Litigation Docket; Docket Control/ Trial Orders; Pre-trial/Trial Docket; Review Probate of Wills (as assigned); Mental Health Liaison; Small Estate Affidavits/DWOP; Safety Deposit Box; Claims; Applications for Emergency Burial	ANA VASO, Staff Attorney <a href="mailto:ana.vaso@prob.hctx.net">ana.vaso@prob.hctx.net</a> Reviews Probate & Heirship Dockets; Sets Uncontested Probate of Will & Heirship Dockets; Motions for Foreclosure; Liaison to Attorney ad Litem; Judge's Calendar
CRES MACHICEK – Guardianship Coordinator <a href="mailto:cres.machicek@prob.hctx.net">cres.machicek@prob.hctx.net</a> 832.927.1418 All Guardianship Matters; Sets/Reviews Guardianship Docket; Application for Temporary Guardianship; Attorneys and Guardian Ad Litem Appointments (Guardianship); Attorney Fees (Guardianship Cases); Annual Reports (Annual/Final)	DAWN KING - Court Guardianship Investigator <a href="mailto:dawn.king@prob.hctx.net">dawn.king@prob.hctx.net</a> Doctor's Letters; Annual Visitation of Wards; Investigation of Guardianships; Supervision of Court Volunteers and Interns	JAMES CONRAD - Staff Attorney <a href="mailto:James.Conrad@prob.hctx.net">James.Conrad@prob.hctx.net</a> Review Probate of Will Docket; Review Guardianship Docket; Review Heirship Docket; Dismiss for Want of Prosecution; Review 308 Notices; Mental Health Staff Attorney	JULIA F. ELLIOTT, Assistant, Decedent Estates/Auditor (Dependent Estates) <a href="mailto:julia.elliott@prob.hctx.net">julia.elliott@prob.hctx.net</a> Dependent Estate Administration; Bonds; Inventories-Dependent Estates; Annual and Final Accounts; Sale of Real and Personal Property; Applications for Expenses; Show Cause Docket- Decedent; Delinquency Letters- Dependent Estates; Attorneys Fees- Decedents & Guardianship
ANTHI PAVLICEK – Senior Court Investigator <a href="mailto:anthi.pavlicek@prob.hctx.net">anthi.pavlicek@prob.hctx.net</a> 832.927.1401 Investigation of Guardianships; Coordination of Court Visitor Program	WANDA EITEMAN – Decedent Auditor <a href="mailto:wanda.eiteman@prob.hctx.net">wanda.eiteman@prob.hctx.net</a> All Dependent Decedent's Annual and Final Accounts; Manages Show Cause Docket; Human Resources and Payroll Liaison; Purchasing Liaison	JAVIER CUELLAR–Assistant Court Coordinator/Auditor <a href="mailto:javier.cuellar@prob.hctx.net">javier.cuellar@prob.hctx.net</a> Auditor for Annual/Final Accounts (Administrations); Application & Order to Close and Discharge; Relief Coordinator for All Dockets	JOSE L. MARTINEZ – Guardianship & Mental Health Assistant/Auditor (Guardianship Estate) <a href="mailto:jose.martinez@prob.hctx.net">jose.martinez@prob.hctx.net</a> Guardianship Administration-Bonds; Inventories; Annual and Final Reports; Annual and Final Accounts; Guardian Compensation; Application for Expenses; Sale of Personal Property; Show Cause Docket- Guardianships; Guardianship Transfers; Mental Health Docket- Attends Mental Health Court on Mondays; Minor Trust Funds; CTS Liaison and Database Manager
CHRISTINA TOLER - Show Cause Coordinator/Assistant Court Investigator <a href="mailto:christina.toler@prob.hctx.net">christina.toler@prob.hctx.net</a> 832.927.1420 Manage Show Cause Docket; Dismissals for Want of Prosecution; Investigation of Guardianships; Database Manager	DEBRA SLAUGHTER – Guardianship Auditor <a href="mailto:debra.slaughter@prob.hctx.net">debra.slaughter@prob.hctx.net</a> All Guardianship Filings: Inventories, Expend Funds, Investment Plan, Annual and Final Accounts; Motions for Assessment and Costs; All 1301 Trust Filings: Annual and Final Accounts; Applications/Reports of sale	BRANDY WILLIAMSON - Guardianship Coordinator/Auditor <a href="mailto:brandy.williamson@prob.hctx.net">brandy.williamson@prob.hctx.net</a> Uncontested Guardianships; Trust Funds; Auditor for Annual/Final Accountings (Trust, Guardianships, Minors); Review Annual Reports	GLORIA L. BRYANT – Administrative Assistant <a href="mailto:gloria.bryant@prob.hctx.net">gloria.bryant@prob.hctx.net</a> Order Status Inquiries; Backup on Phones; General Inquiries; Small Estate Affidavits; Annual Reports- Guardian of the Person only; Annual Reports & Annual Accounts- Harris County Guardianship Program only; Delinquency Letters- Guardianships only
KEVIN SCOTT - Auditor <a href="mailto:kevin.scott@prob.hctx.net">kevin.scott@prob.hctx.net</a> 832.927.1412 Accountings (Annual/Final); Applications to Close & Discharge	JIMMIE KELLEY - Assistant <a href="mailto:Jimmie.Kelley@prob.hctx.net">Jimmie.Kelley@prob.hctx.net</a> Review Probate of Will Docket; Bonds; Decedent's Inventories; Assist Court Coordinator	ALYSIAN RANDALL - Court Assistant/ Show Cause Coordinator <a href="mailto:Alysian.Randall@prob.hctx.net">Alysian.Randall@prob.hctx.net</a> Inventories; Bonds; Show Cause Delinquent Files; Status of Signed Instruments; Sets Uncontested Will Dockets; Data Entry of Signed Instruments	JOANNA COOPER- Court Assistant/Receptionist <a href="mailto:joanna.cooper@prob.hctx.net">joanna.cooper@prob.hctx.net</a> Order Status Inquiries; General Inquiries; Sets Uncontested Probate of Will & Heirship Dockets; Inventories- Independent Estates; Beneficiary Notices- Independent Estates; Delinquency

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			<p>Letters- Independent Estates; Emergency Funeral and Burial Expenses; Emergency Personal Property Access; Safe Deposit Box Examination Orders; Data Entry/Distribution of Filed Instruments</p>
<p>BETTY HAZLEWOOD - Auditor <a href="mailto:betty.hazlewood@prob.hctx.net">betty.hazlewood@prob.hctx.net</a> 832.927.1413 Inventories; Bonds; Safekeeping</p>	<p>MONIQUE GONZALES – Visitor Program Coordinator <a href="mailto:mgonzales@cco.hctx.net">mgonzales@cco.hctx.net</a> Review Delayed Death and Birth Certificates; Assist with Court Visitor Program; Guardianship Complaints</p>	<p>DIANA VAZQUEZ- Court Assistant <a href="mailto:Diana.Vazquez@prob.hctx.net">Diana.Vazquez@prob.hctx.net</a> Data Entry of Signed Instruments; Distribution of Filed Instruments; Status on Signed Instruments; Sets Uncontested Will Dockets</p>	<p>TASIA DOBARD – Court Investigator <a href="mailto:Tasia.dobard@prob.hctx.net">Tasia.dobard@prob.hctx.net</a> Investigation of Guardianships; Annual Review of Existing Guardianships; Review APS Reports; Mental Health backup</p>
<p>TONI WILLIAMS – Receptionist/Assistant <a href="mailto:toni.williams@prob.hctx.net">toni.williams@prob.hctx.net</a> 832-927-1416 ISmall Estate Affidavits; Probate of Will Settings</p>	<p>ALIESA MCLEOD – Receptionist/Assistant Small Estate Affidavits; A/O Open Safe Deposit Box, Emergency Burial and Personal Property; Extensions of Time to File Inventory on Independent Estates</p>	<p>TARA ZINN - Court Investigator <a href="mailto:Tara.Zinn@prob.hctx.net">Tara.Zinn@prob.hctx.net</a> Investigate New Guardianship Referrals &amp; Applications; Annual Review of Existing Guardianship of the Person and/or Estate; Volunteer Visitor Program Coordinator.</p>	<p>LAVERN ASHLEY – Court Investigator <a href="mailto:Lavern.ashley@prob.hctx.net">Lavern.ashley@prob.hctx.net</a> Investigation of Guardianships; Annual Review of Existing Guardianships; Review APS Reports; Supervises Court Visitor Program</p>
<p>DON PYLANT - Court Reporter <a href="mailto:donald.pylant@prob.hctx.net">donald.pylant@prob.hctx.net</a> 832-927-1422</p>	<p>TINA WHITE - Court Reporter <a href="mailto:tina.white@prob.hctx.net">tina.white@prob.hctx.net</a> Transcripts</p>	<p>AKIDA MCKINLEY – Court Investigator Assistant <a href="mailto:Akida.Mckinley@prob.hctx.net">Akida.Mckinley@prob.hctx.net</a> Volunteer Visitor Program Operations; Annual Review of Existing Guardianship of the Person and/or Estate; Relief Court Investigator</p>	<p>HIPOLITA LOPEZ - Court Reporter <a href="mailto:hipolita.lopez@prob.hctx.net">hipolita.lopez@prob.hctx.net</a> Prepares Court Transcripts when requested</p>
<p>MARISOL HASTINGS - Court Clerk <a href="mailto:MHastings@cco.hctx.net">MHastings@cco.hctx.net</a> 713-274-8578</p>	<p>CHUNG GEE – Bailiff</p>	<p>ROBIN KULHANEK– Court Reporter <a href="mailto:robin.kulhanek@prob.hctx.net">robin.kulhanek@prob.hctx.net</a></p>	<p>RUBY VASQUEZ - Court Clerk 713-274-8579 <a href="mailto:rvasquez2@cco.hctx.net">rvasquez2@cco.hctx.net</a> Assists Judge in Courtroom and Staff for Probate Court 4</p>
<p>RENAE BROWN – Bailiff <a href="mailto:Renaebrown@prob.hctx.net">Renaebrown@prob.hctx.net</a></p>	<p>DELORES MEDINA – Deputy Clerk <a href="mailto:dmedina@cco.hctx.net">dmedina@cco.hctx.net</a></p>	<p>HERMAN SIMPSON - Bailiff <a href="mailto:Herman.Simpson@Sheriff.hctx.net">Herman.Simpson@Sheriff.hctx.net</a></p>	<p>SARAH CUELLER – Back-up Court Clerk 713-274-8567 <a href="mailto:scuellar@cco.hctx.net">scuellar@cco.hctx.net</a> Service of Citations</p>
			<p>MICHAEL TAYLOR – Bailiff <a href="mailto:michael.taylor@prob.hctx.net">michael.taylor@prob.hctx.net</a></p>
<p>Set hearings online at <a href="http://probatecourt1.com">probatecourt1.com</a> Or by calling 832.927.1401</p> <p><b>Ancillary/Contested:</b> Thursday 9:00 a.m., 10:30 a.m., 2:00 p.m. <b>Guardianship:</b> Wednesday 10:30 a.m. <b>Heirship:</b> Wednesday 9:00 a.m. <b>Probate:</b> Tuesday, 9:00 a.m., 10:30 a.m., 2:00 p.m. <b>Pre-Trial Docket:</b> Wednesday 2:00 p.m. (2<sup>nd</sup> and 4<sup>th</sup> Wednesday) <b>Ancillary Docket:</b> Thursday, 9:00 a.m., 10:30 a.m. and 2:00 p.m. <b>Submission Docket:</b> (See Polly), Thursday at 10:00 a.m.</p> <p><b>Scheduling Conference:</b> By Appointment; Call 832.927.1408</p>	<p>Please call to set hearings</p> <p><b>Probate:</b> Tuesday at 8:00 a.m.; Wednesday at 8:45 a.m. (Attorney Only) and 9:00 a.m. and 1:15 p.m. (Attorney Only) and 1:30 p.m. <b>Guardianship:</b> Tuesday at 9:00 a.m. <b>Heirship:</b> Wednesday at 10:00 a.m.; and 2:30 p.m. <b>Ancillary Docket:</b> Tuesday at 10:30 a.m., Thursday at 11:30 a.m. <b>DNR and Restoration:</b> Monday at 2:00 p.m. <b>Scheduling Conferences Only:</b> Thursday at 10:00 a.m.; <b>Pre-Trial and Status Conferences:</b> Thursday at 10:00 a.m. <b>Show Cause Docket:</b> Thursday at 10:00 a.m. <b>Submission Docket:</b> 2<sup>nd</sup> and 4<sup>th</sup> Thursday at 10:00 a.m.</p> <p><b>Effective March 2019, Judge Newman will hold probate of Will Dockets at the Humble Annex Pct 4, PI 2, 7900 Will Clayton Parkway, every first Monday of the month at 10:30 a.m.</b></p>	<p>Please call to set hearings</p> <p><b>Guardianship:</b> Monday 9:00 a.m. <b>Heirship, Show Cause, DWOP:</b> Monday 10:00 a.m. and 2:00 p.m. <b>Wills and Administrations:</b> Tuesday at 9:00 a.m., Wednesday 9:00 a.m. and 10:00 a.m. <b>Ancillary:</b> Tuesday 2:00 p.m.; Thursday 9:00 a.m. and 2:00 p.m. <b>Mental Health Docket at the Harris County Psychiatric Center:</b> Friday 9:00 a.m. and 2:00 p.m. - Downtown</p>	<p>Set hearings online at <a href="http://probatecourt4.com">probatecourt4.com</a></p> <p><b>Probate and Dependent Administrations:</b> Tuesday at 10:00 a.m., 1:30 p.m. and 2:30 p.m. <b>Guardianship:</b> Wednesday at 9:30 a.m. <b>Heirship and Independent Administrations:</b> Wednesday at 1:00 p.m. <b>Mental Health Docket at H.C.P.C.</b> Monday 9:00 a.m.</p> <p><b>Uncontested guardianships and 1301 trusts, attorneys should e-mail Sherrie Fox for a setting.</b></p>