

PROBATE COURT NO. 2 – QUICK REFERENCE

Setting hearings – Contact the Administrative Assistant, Silvia Alvarez at 210-335-2678

- Detailed Instructions can be found on the Probate Court No. 2 Website by clicking the following link and beginning on page 2: [COVID-19 Operating Plan for Bexar County Probate Court No. 2](#)

Evidence For Hearings – No later than 12:00 p.m. the day before the hearing, all attorneys and self-represented litigants are required to exchange all pre-marked exhibits by email or share drive link and copy the court reporter (angelizcsr@gmail.com) and confirm with the opposing side that those exhibits were received. If evidence is not timely provided, the Court may re-set the matter.

Checking status of orders

- **Step 1:** Always check with the County Clerk first by calling 210-335-2241 or using the free online website by clicking the following link: <https://search.bexar.org/>
 - Click “[Advanced Search](#)” for more search options including by cause number
- **Step 2:** If the order is not confirmed on either of the above, please call the Court Clerk, Genevieve Alvarez at 210-335-2670, to confirm if the order has been signed or if it is still pending with the Court.
- **Step 3:** If the order is still pending, the Court Clerk can assist you in determining who is reviewing your order.

Checking status of Ad Litem Appointments – Contact the Administrative Assistant, Silvia Alvarez at 210-335-2678

- The Court will not appoint an attorney ad litem until personal service on the ward has been completed and the return is in the file (guardianships) or citation by publication has been completed and the publisher’s affidavit is in the file (heirships)
- Prior to checking with the Court check the County Clerk’s website (link above) to see if that has been completed.

Obtaining copies – Contact the County Clerk at 210-335-2241

Reminder – All (unsigned) proposed hearing documents need to be e-filed prior to requesting a hearing. If you file the documents the day of your hearing then the documents may not make it into the file in time for the Judge to review because documents get filed with the County Clerk and not the Court. All hearing documents will be signed and e-filed after the hearing (not before).

New Citation by Publication Requirement – Effective July 1, 2020 (for cases filed on or after July 1, 2020), in addition to citation being published in a newspaper of general circulation in the county in which the probate proceeding is pending, Section 51.054 of the Texas Estates Code requires the publication of citation one time on the public information Internet website maintained as required by Section 72.034 of the Texas Government Code. For more information please click on this link: [New Citation by Publication Requirement](#)

Contact Information

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Administrative Assistant	Silvia M. Alvarez	210-335-2678
Auditor	Miriam Fernandez	210-335-2244
Auditor	Elizabeth Cueto-Vasek	210-335-0491
Court Clerk	Genevieve Alvarez	210-335-2670
Court Investigator	Francesca Howland Cammack	210-335-2279
Court Reporter	Angeliz Rivera	210-335-2466