

Probate Hearing and Subsequent Paperwork Proceedings

Judge Tanner is hearing probate matters via phone until county buildings are re-opened to the public. Please call the court at 379-2250 to schedule your hearing.

If you have a scheduled probate hearing with Judge Tanner, please use the following information to assist you in filing your proposed orders and subsequent paperwork:

- **BEFORE** the hearing, please e-File the proposed Order Admitting to the Clerk's office by selecting "no fee" document. It will be queued to the Judge for the hearing.
- **AFTER** the Judge completes the hearing, the signed order will be filed with the Clerk.
- e-File subsequent paperwork (i.e. Proof of Death, Oath of Executor/Administrator) as a "no fee" document to the Clerk.
- Please make sure that the Proof of Death and Oath are signed and notarized **on or after** the date the Order Admitting was signed. The County Clerk's office reserves the right to refuse such documents that are dated prior to the Order.
- If you need Letters or certified copies please submit your request via e-File along with your payment to the Clerk.
- Upon issuance of Letters or certified copies, they will be placed in USPS which is currently being picked up every day at 2pm.

Please call the Court or Clerk's office with any questions.

Thank you.

Nancy Tanner
Potter County Judge
(806) 379-2250

Julie Smith
Potter County Clerk
(806) 379-2284