



# THE JBSA JURIST

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## Pro Se Probate

Probate is the process by which a person's last will and testament is put into effect after their death. The JBSA-Fort Sam Houston *Pro Se* (Self Representation) Probate Program was created with the cooperation of the Administrative Assistants and Judges of Bexar and the surrounding counties' Probate Courts to help military members and retirees through this process. The program can assist with probate processing in any county in the State of Texas. In the program, we draft all the appropriate documents in accordance with the Texas Probate Code for your submission to the Probate Court. To avoid creating a possible tax liability issue, we limit probate estates we assist with to the extent of the Federal Estate Tax Cap, which is \$5,430,000.00 for 2015. These are the steps to complete the probate process:

1. You are provided a Pro Se Probate information paper. This information paper gives a summary of the probate process, a list of items needed for probate, information on how to make an appointment and a "What You Need To Initiate Probate Checklist." Please complete the last page before making an appointment. This information paper can be picked up at any JBSA Legal Office.
2. Once you have gathered all the information or documentation, call the JBSA-Fort Sam Houston Legal Assistance Office at 210-808-0169 for an appointment. ***It's imperative that all the requested information and or documentation be provided at the appointment; otherwise, the necessary probate documents cannot be completed.***
3. We review this information and make copies of the documents needed to start proceedings.
4. You will receive the appropriate Application and other documents for Probate and instructions for a proper filing. You should mail the Signed Application with documents, Original Will, Death Certificate and a check directly to the appropriate County Court.
5. In Bexar County, the JBSA-Fort Sam Houston Legal Assistance Office will coordinate with the Probate Court to establish the court date.
6. We use information obtained during the initial interview to prepare all the final documents, i.e. (Proof of Death, Order Probating Will, Oath, Inventory and Appraisal, Order Approving Inventory, Executor's Affidavit of Notice, Notice to Creditors and Publisher's Affidavit) necessary for the court appearance.
7. We will mail you the final documents for your review and presentation to the Court on the projected hearing date.
8. On the court date, the client will meet with the Judge, normally in his/her office, to execute the documents necessary to obtain Letters Testamentary or Letters of Administration.

If necessary, Letters Testamentary/Administration (Appointing you the Independent Executor/Administrator) are then issued by the court, typically on the date of the hearing. The Independent Executor is the person appointed to act on behalf of the decedent's estate. This person is appointed by the decedent in their will, or appointed by the court. As Independent Executor you will be responsible for (1) gathering the assets of the person who died, (2) paying his or her debts, and (3) distributing the remaining assets to those entitled to them under the terms of the will. Although the JBSA-Fort Sam Houston Pro Se Probate Program ends once you are appointed Independent Executor, if any additional legal issues arise, you may return and request legal assistance.

**AREA DEFENSE COUNSEL**

*ADCs are experienced judge advocates outside the local chain of command to allow Airmen completely confidential legal advice for criminal and adverse matters.*

**Ft Sam Houston: DSN 471-9679**

**Lackland: DSN 473-2924/2926**

**Randolph: DSN 487-2274**

**SPECIAL VICTIMS' COUNSEL**

*SVCs are experienced, independent judge advocates who provide confidential legal advice to victims of sexual assault. They serve both restricted and unrestricted reporters, help victims understand their legal rights, and explain how the legal process works for processing sex assault claims.*

**JBSA (Lackland): DSN 473-4748**

**PREPARE FOR YOUR  
LEGAL ASSISTANCE APPOINTMENT**

**LOG ONTO: <https://aflegalassistance.law.af.mil>**

**Wills & Power of Attorney Powers of Attorney**

1. Click on tab "Legal Worksheets"
2. Complete worksheet for documents you wish to have created
3. Save your ticket number, then call the Legal Office for an appointment!
4. Please complete survey online

**Legal Assistance**

1. Click on tab "Legal Information"
2. If the information you are looking for is not listed, call the Legal Office for an appointment!
3. Please complete online survey!

**TO SCHEDULE AN APPOINTMENT CALL  
ONE OF THE OFFICES BELOW**

**JBSA-Ft Sam Houston**

502 FSG/JA  
2422 Stanley Road

*Legal Assistance Primarily by  
Appointment*

**Walk-in Hours**

Tues 0830-1030 All eligible clients  
Thurs 0830-1030 Active Duty only

**Will Executions**

Thurs 1330-1430

**Notary and Powers of Attorney**

Mon-Thurs 0730-1630  
Fri 0730-1200

**DSN 420-0169  
Comm: 210-808-0169**

**JBSA-Randolph**

502 SFLSG/JA  
1 Washington Circle, Bldg 202

*Legal Assistance Primarily by  
Appointment*

**Walk-in Hours**

Mon 1000-1100 Active Duty only

**Will Executions**

Fri 0900-1100 By appointment only  
Provide ticket number from the  
website when scheduling

**Notary and Powers of Attorney**

Mon-Fri 0800-1130 and 1300-1500

**DSN 487-6781  
Comm: 210-652-6781**

**JBSA-Lackland**

502 ISG/JA  
1701 Kenly Ave, Suite 134

*Legal Assistance Primarily by  
Appointment*

**Walk-in Hours**

Wed 0800-0930 All eligible clients

**Notary and Powers of Attorney**

Mon, Tues, Thurs, Fri 0800-1530  
Wed 0800-1230

**DSN 473-3362  
Comm: 210-671-3362**



**WISDOM - VALOR - JUSTICE**