COUNTY COURT AT LAW NO. 1, WISE COUNTY, TEXAS §
COUNTY COURT AT LAW NO. 2, WISE COUNTY, TEXAS §

ADMINISTRATIVE AND STANDING ORDER
RE: E-FILING OF INVENTORY, ANNUAL ACCOUNT AND ACCOUNT FOR FINAL SETTLEMENT

The Supreme Court of Texas adopted Texas Rule of Civil Procedure (TRCP) 21c, Privacy Protection for Filed Documents, effective January 1, 2014. TRCP 21c defines sensitive data as follows:

(1) A driver's license number, passport number, social security number, tax identification number, or similar governmental-issued personal identification number;
(2) A bank account number, credit card number, or other financial account number; and
(3) A birth date, home address, and the name of any person who was a minor when the underlying suit was filed.

Unless sensitive data is specifically required by a statute, court rule, or administrative regulation (*such as the Standing Order Re: Use of Full Name of Minor issued on August 26, 2014, a copy of which is attached*), a document containing sensitive data (except wills and documents filed under seal) may not be filed unless the sensitive data is "redacted by using the letter "X" in place of each omitted digit or character or by removing the sensitive data **in a manner indicating that the data has been redacted.**" The filing party is required to retain an unredacted version of the filed document while the case is ongoing.

Given new Rule 21c, the undersigned presiding Judges of Wise County Courts at Law Nos. 1 and 2 find there is need for an administrative order setting out procedures to be followed when an inventory, annual account and/or account for final settlement is required in guardianship and probate estates.

IT IS THEREFORE ORDERED that, EFFECTIVE March 1, 2015, the following procedures must be followed when any inventory, annual account or account for final settlement is filed in Wise County Courts at Law Nos. 1 and 2:

A. File the inventory or accounting in compliance with TRCP 21c, redacting sensitive data as needed. For example, redact any sensitive data contained in the required verifications of deposit, confirmations of safekeeping and tax affidavits such as, but not limited to Social Security numbers and bank account numbers.

B. File the inventory or accounting electronically as required by Texas Supreme Court Order and TRCP Rule 21.

C. Supporting vouchers and other documents submitted with accountings pursuant to Texas Estates Code §359.003 & 359.004, 1163.003 & 1163.004, including but not limited to, financial statements, brokerage statements, copies of checks or other back-up information to an inventory, annual account or account for final settlement shall not be filed with the Clerk.

D. Within seven (7) business days of filing the accounting, the filing party shall deliver a paper copy of the following by mail or by hand delivery to the office of the Court Coordinator of the respective County Courts at Law:

1. An **unredacted** copy of the filed accounting that clearly indicates on the first page the date the accounting was filed.

2. All required **unredacted** supporting documents, including but not limited to, copies of financial statements, bank statements, returned checks, brokerage statements, etc. The unredacted supporting documents will not be filed with the Clerk. Counsel has thirty (30) days after an inventory or accounting is approved to pick up the supporting documents that were delivered to the Court Coordinator. If the supporting documents are not picked up within 30 days, the Court will destroy them.

3. If it is a first annual accounting, an unredacted copy of the inventory.

4. In a probate, the names and birth dates of all minor heirs, if any.

SIGNED on October 10, 2022.

Judge Greg Lowery

Judge Dana D. Manoushagian