

## REQUEST FOR PROBATE LETTERS / CERTIFIED COPIES

**Cause Number:** \_\_\_\_\_  
**In the Estate of / Style:** \_\_\_\_\_

### LETTERS (specify how many)

\_\_\_\_\_ Number of Letters    Fee: \$2.00 per letter

### CERTIFIED COPIES (specify how many)

\_\_\_\_\_ Will

\_\_\_\_\_ Application

\_\_\_\_\_ Order

\_\_\_\_\_ Other (specify): \_\_\_\_\_

#### Fees:

\$ 1.00 per page

\$ 5.00 per set of certified copies

*If you order multiple sets, each set will be \$ 1.00 per page and \$ 5.00 for certification.*

*To determine the amount due, you can call our office or you can look online at the document at <http://odyssey.mctx.org/County/Search.aspx?ID=200> and determine how many pages are in the document and calculate the fees. However, if you do not correctly calculate the fees, your request will be delayed until the correct amount is submitted.*

Make checks or cashier's checks payable to: **Montgomery County Clerk** \*\*\*DO NOT SEND CASH\*\*\*

How do you want to get your documents?

Choose One:

\_\_\_\_\_ Pickup by/Phone Number: \_\_\_\_\_

\_\_\_\_\_ Mail to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

If you are submitting your request by mail, please send it to:

L. Brandon Steinmann  
Montgomery County Clerk  
P.O. Box 959  
Conroe, Texas 77305

Please call our office with questions: 936-539-7892