



Probate Courts

- 4701 Probate Court #1
- 4702 Probate Court #2
- 4703 Probate Court #3
- 4704 Probate Investigators
- 4705 Probate Associates

FY 2025 Budget Requests

ARPA Position Requests

Position Title	Salary Grade	Quantity	Cost	Routine/Operational or Program Improvement
ARPA Positions for All Three Courts (4701, 4702, 4703)				
Guardianship Coordinator	E	3 (1 per Court)	\$94,104	Routine/Operational
Legal Assistant	10	3 (1 per Court)	\$77,374	Routine/Operational
ARPA Position for Probate Court # 3 (4703)				
Briefing Attorney	ATT5	1	\$188,622	Routine/Operational

Probate Courts #1 & 2 Positional Priorities and Cost		
Guardianship Coordinator	1	Immediate
Legal Assistant	2	Immediate
Total Cost for Courts 1 & 2	\$342,956	

Probate Court # 3 Positional Priorities and Cost		
Briefing Attorney	1	Immediate
Guardianship Coordinator	2	Immediate
Legal Assistant	3	Immediate
Total Cost for Court 3	\$360,100	



Metrics & Performance Data

- Additional statutory reporting requirements (HB 1182 & HB 2384)
 - Monthly and annual reports to the OCA on 104 combined data points regarding Court performance
- Briefing Attorney
 - Responsible for briefing all estate matters heard by Judge
 - Provide on-demand legal research on complex issues of law
- Guardianship Coordinator
 - Assist with monitoring the 2,873 active guardianships in Dallas County*
 - Additional statutory record keeping requirement effective 2023 (TEC 1101.003)
 - Briefs all guardianships heard by Court
- Legal Assistant
 - Responsible for monthly HB 1182 reporting, reviewing small estate affidavits, preparing orders, assist with time standard reminders
 - Address matters identified in the OCA Outstanding Guardian Report by confirming and procedurally closing inactive guardianships

