

Syllabus/Class Assignments-

Administration of Estates and Guardianships

Course No. 5397

Associate Judge Georgia Akers, instructor

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Course Description

Administration of Estates and Guardianships is a survey/skills course that will cover what is necessary to get an estate opened in probate and how to administer an estate.

The course will provide you with an in-depth review of the Texas Estates Code and how it governs estate and guardianship administration. The course will cover wills (the good, the bad and the awful), dependent administrations, independent administrations, intestate estates, contested matters, creditor claims, alternatives to estate administrations mental health commitments and administration of guardianships.

The class will be a combination lecture, case studies, pleadings review, drafting and **class participation**.

Course Material

Texas Estates Code , any version 2013 or newer. Try to buy used. Bring a highlighter to class

Selected Cases , Pleadings and Worksheets will be provided. **Please bring a 3 ring binder the first day of class**

Case Law: You are to review them prior to class and **be prepared to discuss in class**. If you are assigned a case and cannot be present, it is your responsibility to find a student to cover for you. Failure to do so will cause a deduction of points on your final grade.

Statutes: Statutes from the Estates Code should be reviewed prior to class and **be prepared to discuss in class**

Assignments

Be prepared to discuss the assigned case and code sections at each class. Cases will be assigned to students. Should you not be present when a case that has been assigned to you is to be discussed, it is your responsibility to switch with another student. Should you fail to arrange someone to cover for you, points will be deducted from your final grade. I will adjust grades based on lack of participation and being prepared.

Office Hours

I can pretty much be reached via email 9am-4:30 pm Mon-Thursday. On the weekends and after hours, I am still able to get email. You are more than welcome to drop in and visit me at the courthouse. Probate Court No. 3, 7th Floor, 201 Caroline in the Civil Court House should you need to see me in person or make an appointment to meet with me. You are also welcome to observe any court proceedings.

Computer Use

You are permitted to use personal computers for class-reviewing notes, taking notes. You are not permitted to “surf the web” face book, messaging etc. while in my class. Since my final comes from material discussed in class, it behooves you to pay attention and take notes.

Inclement Weather

If there is flooding or icy conditions, please check with me around 3pm to see what the status of the class for that night will be.

Class

Each class will be a combination of lecture, case law, and reviewing statutes that are connected to the lecture and case law. The Statutes cited and the case law will be applicable to the subject matter of the class. We will also reviewing actual pleadings that have been filed in probate courts that are applicable to the subject being discussed that night, as well as reviewing one Last Will and Testament (most will be defective) and determine what is necessary to get an estate administration opened for that will.

The material may seem confusing at first but think of each class as a separate segment teaching you how to proceed with an estate administration when you are faced with those particular circumstances.

READ THE CODE STATUTES THAT ARE ASSIGNED. VERY IMPORTANT

Grading

Mid Term: You will be given a drafting assignment which will be 30% of your grade. This will be a take home exam to be completed individually.

Final Exam: Multiple Choice and True False 70% of your grade. You will be permitted to use the Estates Code but not your notes.

Per Law Center policy, I reserve the right to make adjustments to grades based on class participation. So Participate!!!!

