



CIMA ENERGY LP

Instructional letter for completion of Affidavit of Heirship forms

The purpose of an affidavit is to put the county records on notice for mineral owners that are deceased but had no probate of their estate. When a search is done, it will tell the title examiner that the mineral owner is deceased, and they need to contact the heirs. Affidavit of Heirships are a tool used by oil and gas companies to support a title change for small estates. CIMA ENERGY LP requires that all affidavits be placed of record in the county or counties where the property or properties are located. **Transfer by Affidavit of Heirship is according to the state's law of Descent and Distribution where the property is located.**

To complete the form, do the following:

1. Have completed by someone that does not inherit from the estate, a family friend or relative that is familiar with the deceased's family history.
2. Send the original to the county clerk for recording: (example) Panola County Texas Attn: County Clerk 1010 South Sycamore, Room 216A Carthage, TX 75633.
3. Enclose a check payable to County Clerk of the county/parish where the property is located. Phone numbers and address for county/parish courthouses can be found at www.courthousedirect.com. If you cannot locate the information you need please give us a call and we will locate the information for you.
4. Enclose a self-addressed stamped envelope to have the original document returned to you.
5. Upon receipt of the recorded affidavit, mail a **COPY** to us, along with a **certified copy of the Certificate of Death**:

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