



## CIMA ENERGY, LTD

### 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, LTD requires that all affidavits be placed of record in the county or counties where the property or properties are 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](http://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:

CIMA ENERGY LTD.  
Attn: Betty Davidson  
100 Waugh Drive, Ste 500  
Houston, TX 77007

- 6) **Include a certified copy of the death certificate of the deceased.**