



## JUDICIAL BRANCH CERTIFICATION COMMISSION

CHAIR  
THE HONORABLE LEE HAMILTON

CERTIFICATION DIVISION DIRECTOR  
JEFFERY L. RINARD

January 9, 2017

To: Guardianship Programs

Re: Annual Report to Judicial Branch Certification Commission (JBCC) - Calendar Year 2016  
Due January 31, 2017

Texas Government Code Chapter 155 and Rule 7.3 of the JBCC Rules impose detailed reporting requirements on guardianship programs. Reporting requirements are the same as last year.

Each guardianship program must report the name, business address, and business telephone of each employee, volunteer and contractor providing guardianship services to a ward or proposed ward of the program, along with the name of each county in which each employee, volunteer or contractor provides or is authorized to provide guardianship services. (Please note: programs are not required to report information for administrative staff.) Programs must report the total number of wards served by the program, reported by county in which the application to create a guardianship was filed. Finally, each program must report the total amount of public funds received from the State of Texas and the total of other public funds received for the provision of guardianship services, reported by source. This information must be submitted to the JBCC no later than January 31 for the preceding calendar year.

Texas Estates Code §1104.257 [formerly Probate Code §697A(a)] requires guardianship programs to file a copy of the report filed with the JBCC with each county clerk in which the program operates; the copy must be filed with the clerk(s) by January 31.

Please visit the JBCC website to download a form for use in reporting this information at [www.txcourts.gov/jbcc/guardianship-certification.aspx#AnnualReportingReqs](http://www.txcourts.gov/jbcc/guardianship-certification.aspx#AnnualReportingReqs). Please submit the completed form to my attention at the e-mail address or the post office box address shown on the form; e-mail submission is preferred.

If you have any questions or need assistance, please contact us at [guardians@txcourts.gov](mailto:guardians@txcourts.gov) or at 512/475-4368.

Michele L. Henricks  
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Certification Division  
Office of Court Administration