

COUNTY CLERK LETTERHEAD

NEW GUARDIANSHIP FILING INFORMATION SHEET

CAUSE NO. _____ DATE OF FILING: _____

PROPOSED WARD'S NAME: _____

RETURNABLE DATE (POSTED CITATION): _____

GUARDIANSHIP HEARING PREREQUISITES

Any person(s) or entity applying for appointment as guardian must do the following at least 10 days before the hearing on the application:

- **SUBMIT REGISTRATION INFORMATION TO JUDICIAL BRANCH CERTIFICATION COMMISSION (JBCC):** Prior to being appointed guardian, you must submit registration information online with the Judicial Branch Certification Commission. **To submit your registration information online, you must do the following:**

1. Go to www.txcourts.gov/jbcc
2. Click on **Register A Guardianship**
3. Scroll down and click on the red box that says, "**Register A Guardianship**"
4. Highlight the "**Guardians**" tab (*if it is not already highlighted*)
5. Click "**To Register a Guardianship: Click Here**"
6. Enter Guardian Information (*Co-guardians must register separately*)
7. Enter Guardian Mailing Address
8. Enter Online Account Information – Create a Login Name and Password (Be sure to write this information down when you create it).
9. Click "**Register**"
10. Fill out the rest of the required fields and information on your Ward and guardianship.
11. Sign and select "**Submit**"

There is a slide show on the JBCC website that walks you step-by-step/page-by-page through the online registration process. We encourage you to view this before starting the online registration process.

- If you are NOT an **attorney, a (professionally) certified guardian or a corporate fiduciary** you must also do the following at least 10 days before the hearing on the application:
 - **GUARDIANSHIP TRAINING:** In addition, after submitting the online guardianship registration information to JBCC, you must also complete the Guardian Training Module. The online training module is available on the JBCC Website, to access it you must:
 - Go to www.txcourts.gov/jbcc
 - Click on **Register A Guardianship**
 - Scroll down and click on the Guardianship Training Module. (*Note: the module is available in a Spanish version as well. It is located right next to the English version.*)

A certificate of completion will be issued when the training has been completed – a copy of the certificate should be filed with the Court at least 10 days prior to the hearing on the guardianship application to show that this requirement has been met.

- **CRIMINAL BACKGROUND CHECK:** All proposed guardians **other than attorneys, certified guardians or corporate fiduciaries** are subject to a criminal history background

check. The background check will be performed by the JBCC if the liquid estate value of the guardianship is less than \$50,000.

If the liquid estate value is \$50,000 or more, a digital fingerprint background check must be completed. It is the responsibility of the person applying for appointment as guardian to submit digital fingerprints when required. Information will be provided by JBCC to obtain digital fingerprints through Texas Dept. of Public Safety (DPS) when applicable.

The background check must be delivered to the court at least 10 days before the hearing on the application for guardianship – please allow sufficient time for processing before the hearing date.

If you have any questions, you may contact the Probate Department of the County Clerk's office at () _____, or contact _____ Court Coordinator, at () _____.