Guardianship Transfer Notification and Record Update Requirements

MEMORANDUM

To: Clerks and Courts Handling Guardianship Transfers

From: Judicial Branch Certification Commission (JBCC)

Subject: Guardianship Transfer Notification Requirements

Date: November 18, 2026

JBCC Rule 10.6(e) provides:

"The clerk of the court that transfers a guardianship to another venue or jurisdiction must notify the Commission within 10 days of receipt of confirmation that the receiving court has accepted the guardianship."

Timely notification of guardianship transfers is necessary to maintain accurate guardianship records, ensure ongoing communication regarding compliance requirements, and assist in maintaining current information concerning the ward's residence.

Once a receiving court has accepted a transferred guardianship case, please submit the following information to the JBCC:

Guardian Information

- Guardian type (Person, Estate, or Both)
- Full name(s)
- Mailing address
- Telephone number
- Email address

Ward Information

- Full name
- Mailing address
- Telephone number (if applicable)
- Email address (if applicable)

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Case Information

- Original guardian qualification date
- Date transfer accepted by receiving court
- New case number
- Receiving court name
- Receiving county
- Presiding judge's name

Guardianship Transfer Checklist

Before submitting a transfer notification, please verify that all of the following information is included:

☐ Guardian information is complete and current
☐ Ward information is complete and current
☐ Original guardian qualification date provided
☐ Receiving court and county identified
☐ New case number provided
☐ Presiding judge identified
☐ Transfer acceptance date provided
☐ Information reviewed for accuracy

Please submit the required information as soon as possible following acceptance of the transfer and no later than ten (10) days after confirmation of acceptance by the receiving court.

For questions regarding guardianship transfer reporting requirements, please contact the Guardianship Registration Department.

Phone: 512-463-1656
Email: registeraguardianship@txcourts.gov
Website: https://www.txcourts.gov/jbcc/register-a-guardianship/

Thank you for your cooperation in helping maintain accurate guardianship records throughout the State of Texas.