



JUDICIAL BRANCH CERTIFICATION COMMISSION

CHAIR
THE HONORABLE SID HARLE

ADMINISTRATIVE DIRECTOR
MEGAN LAVOIE

January 2, 2025

Re: Annual Report to Judicial Branch Certification Commission – Calendar Year 2024
Due January 31, 2025

Dear County Clerk:

County clerks are required to report information only on private professional guardians to the Commission. Reporting requirements are the same as last year. No information is reported on guardianship programs as of September 1, 2009. No information on the Health & Human Services Commission Office of Guardianship (formerly known as DADS Guardianship Program) is reported as of September 1, 2007. In addition, county clerks are no longer required to submit information on private professional guardians to the Health and Human Services Commission.

To assist you in determining if an entity is a local guardianship program, as opposed to a private professional guardian, a list of local programs is posted on the JBCC website. A summary of current reporting requirements is also available on the website located at:

<http://www.txcourts.gov/jbcc/guardianship-certification/#AnnualReportingReqs>

Texas Estates Code § 1104.306 requires the clerk to submit the names and business addresses of all registered private professional guardians to the JBCC no later than January 31 for the preceding calendar year. Information regarding annual registration by private professional guardians is found in Texas Estates Code § 1104.302-304.

You may download forms from the website to use to provide the required information. If there are no private professional guardians registered in your county, please indicate that on the form. Please submit the required information to my attention at the e-mail address or 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 compliance@txcourts.gov or at 512-475-4368.

Melinda Saucedo
Compliance Manager
Certification Division
Regulatory Services of Office of Court Administration