



JUDICIAL BRANCH CERTIFICATION COMMISSION

CHAIR
THE HONORABLE SID HARLE

ADMINISTRATIVE DIRECTOR
MEGAN LAVOIE

January 6, 2025

To: Guardianship Programs

Re: Annual Report to Judicial Branch Certification Commission (JBCC) - Calendar Year 2024
Due January 31, 2025

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. 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 Commission no later than January 31st for the preceding calendar year.

Please note, failure to submit the annual report by the 31st of January may result in a JBCC initiated complaint.

Texas Estates Code §1104.257 requires guardianship programs to file a copy of the report filed with the Commission 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 <https://txcourts.gov/jbcc/compliance/annual-reporting/> . 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 compliance@txcourts.gov or at 512-475-4368.

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