



**Judicial Branch Certification Commission**  
Health & Human Services Commission  
January 1 through December 31, 2025

HHSC Office of  
Guardianship Reporting  
Form

1. Name of person completing this form:	2. Title:	3. Phone:
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Texas Estates Code § 1104.258 [formerly Probate Code § 697A(b)] and Rule 7.3(g) of the JBCC Rules:

Not later than January 31 of each year, the Health & Human Services Commission Office of Guardianship shall submit to the Commission a statement containing:

1. the name, address and telephone number of each employee who is or will be providing guardianship services to a ward or a proposed ward on behalf of the Office of Guardianship;
2. the name of each county or counties in which each employee named in Subdivision (1) of this subsection is providing or is authorized to provide those services;
3. the total number of wards receive guardianship services from the Office of Guardianship.

Please provide the following information:

4. Employee Name and Certification #:	5. Address (Street, City, State, ZIP)	6. Phone Number	7. County(ies) in which employee provides services

**Please return this form no later than January 31, 2026 to:**  
(E-mail submissions are preferred.)

Melinda Saucedo  
Compliance Manager  
Office of Court Administration  
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Mail: P.O. Box 12066, Austin TX 78711-2066