



Judicial Branch Certification Commission

Private Professional Guardians

January 1 through December 31, 2025

Private Professional
Guardians
Reporting Form

1. Name of Private Professional Guardian:	2. Name of person completing this form (if different from the private professional guardian:	3. Title (if applicable):	4. Phone:
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Not later than January 31 of each year, each private professional guardian must provide to the Commission the following information for the preceding year: Texas Government Code Chapter 155, Texas Estates Code § 1104.302-303 [formerly Probate Code § 697(a)(7)] and Rule 7.3(f) of the Commission Rules:

- 1) the total number of wards served by the private professional guardian, reported by county in which the application to create a guardianship was filed, including each ward's name and the docket number for each ward;
- 2) the name, business address and business telephone number of each individual who provides guardianship services on behalf to a ward of the private professional guardian on behalf of the private professional guardian;
- 3) the total amount of money received from the State of Texas for the provision of guardianship services;
- 4) the amount of money received from any other public source, including a county or the federal government, for the provision of guardianship services, identified by source, and the total amount of money received from those public sources;
- 5) a copy of the private professional guardian's application for a certificate of registration required by Texas Probate Code Section 697(a); and Rule 7.3(f) of the JBCC Rules
- 6) the certification number or provisional certification number issued by the JBCC must be provided when applying for a certificate of registration;
- 7) the aggregate fair market value of the property or all wards that was managed by the private professional guardian;
- 8) whether the private professional guardian was removed by the court or resigned as guardian, and if so, a description of the circumstances; and
- 9) reaffirmation of Rule 7.2(b)(6) and (7).

If you did not provide guardianship services to any ward during calendar year 2025 check here ☐ and skip to item 18.

Please provide the following information:

5. Name of Ward	6. County in Which Application to Create Guardianship was Filed	7. Docket Number	8. Court with Jurisdiction
9. Total Number of Wards			

10. Aggregate Fair Market Value of All Wards' Property	
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11. Name of Individual Who Provides Guardianship Services to a Ward of a Private Professional Guardian on behalf of the Private Professional Guardian	12. Business Address (Street, City, State, ZIP)	13. Business Phone

Public Funding	
14. Total State Funds	
15. Other Public Funds - Source	Amount
16. Total Other Public Funds	

17. <input type="checkbox"/> I attach a copy of each application for a certificate of registration filed with county clerk(s) during calendar year 2025.
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NOTE: Questions 18(1) and 18(2) refer to removal by the court or resignation for any reason. Question 19(2) below refers to being relieved of responsibilities as a guardian by certain parties for specific types of reasons. You must answer both questions 18 and 19, and your answers may be different.

18. 1) I have ☐ have not ☐ been removed as a guardian by the court. 2) I have ☐ have not ☐ resigned as a guardian.

If your answer is in the affirmative to either question above, provide a description of the circumstances causing the removal or resignation, and the style of the suit, the docket number, and the court - including the county - having jurisdiction over the proceedings.

19. I attest under penalty of perjury that:

- 1) I have ☐ have not ☐ ever been adjudged guilty of or entered a plea of no contest in return for a grant of deferred adjudication to a felony, crime of moral turpitude, or any offense listed in sections 22.01 (assault), 22.011 (sexual assault), 22.02 (aggravated assault), 22.021 (aggravated sexual assault), 22.04 (injury to a child, elderly individual, or disabled individual), 22.041 (abandoning or endangering a child), 22.05 (deadly conduct), 22.07 (terroristic threat), and 32.45 (misapplication of fiduciary property) of the Texas Penal Code.
- 2) I have ☐ have not ☐ ever been relieved of responsibilities as a guardian by a court, employer, or client for actions involving fraud, moral turpitude, misrepresentation, material omission, misappropriation, theft, or conversion.
- 3) I have ☐ have not ☐ ever been found civilly liable in an action, or settled a claim, involving allegations of fraud, misrepresentation, material omission, misappropriation, moral turpitude, theft, or conversion on my part.

Please return this form no later than January 31, 2026 to:

Melinda Saucedo
Compliance Manager
Office of Court Administration
Mail: P.O. Box 12066, Austin, Texas 78711-2066
Email: jbccannualreporting@txcourts.gov

Forms may be submitted via email or mail.