



JUDICIAL BRANCH CERTIFICATION COMMISSION

THE HONORABLE SID HARLE
Commission Chair

RONALD S. MORGAN, JR.
Director

January 5, 2026

Re: Annual Report to Judicial Branch Certification Commission
Calendar Year 2025: Due **January 31, 2026**

Dear County Clerk:

This letter serves as a reminder that you are required to report information on certain guardians for the preceding calendar year to the Judicial Branch Certification Commission no later than January 31. Reporting requirements have not changed since last year: you must only provide information about private professional guardians; no information is to be reported on guardianships managed by the Health & Human Services Commission Office of Guardianship¹ (formerly known as DADS Guardianship Program) or managed by guardianship programs².

A summary of current reporting requirements, and downloadable reporting forms, may be found on the JBCC website at <https://www.txcourts.gov/jbcc/compliance/annual-reporting/>. The list of Guardianship Programs may be found via the search function on the JBCC's licensing portal at <https://jbcc.texas.txcourts.gov/>.

Please submit the required information to my attention at the e-mail address or post office box address shown on the form no later than January 31; e-mail submission is preferred. If there are no private professional guardians registered in your county, please indicate that on your report.

If you have any questions or need assistance, please contact us at JBCCAnnualReporting@txcourts.gov or at 512-475-4368.

Melinda Saucedo
Compliance Manager
Enterprise Planning and Regulatory Services
Texas Office of Court Administration

¹ As of September 1, 2007

² As of September 1, 2009