



JUDICIAL BRANCH CERTIFICATION COMMISSION

THE HONORABLE SID HARLE
Commission Chair

RONALD S. MORGAN, JR.
Director

January 5, 2026

To: Office of Guardianship
Texas Health and Human Services Commission

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

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

As a reminder, the Health & Human Services Commission Office of Guardianship (formerly known as DADS Guardianship Program) is required to submit an annual statement to the Judicial Branch Certification Commission (JBCC) no later than January 31 of each year.

The requirements have not changed since last year; 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/>. Following the same protocol as previous years, HHSC will send one report to the JBCC for all its affected employees. Please submit the completed form 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 JBCCAnnualReporting@txcourts.gov or at 512-475-4368.