



## JUDICIAL BRANCH CERTIFICATION COMMISSION

THE HONORABLE SID HARLE  
Commission Chair

RONALD S. MORGAN, JR.  
Director

January 5, 2026

To: Private Professional Guardians & Other Certified Guardians

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**

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This letter is being sent to all certified and provisionally certified guardians who are not identified as employees of the Health & Human Services Commission Office of Guardianship or a local guardianship program. This is a reminder that, each year, you are required to submit to the Judicial Branch Certification Commission (JBCC) a detailed report on your activities in the preceding year. Please review the information below.

Reporting requirements have not changed since last year. A summary of the reporting requirements and downloadable reporting forms may be found on the JBCC website at <https://www.txcourts.gov/jbcc/compliance/annual-reporting/>.

### **If you are a private professional guardian**

If you are a private professional guardian as defined by Government Code § 155.001 and are required to annually register with the county clerk, you must also comply with the reporting requirements to the JBCC detailed below. **These requirements are in addition to the information provided to the county clerk under Estates Code § 1104.257.**

Please visit the JBCC website listed above to download the form titled "Private Professional Guardians" to report this information. The form must be completed, signed and the original returned to the JBCC no later than January 31; electronic submissions are preferred for this form.

### **If you are not a private professional guardian**

If you are certified or provisionally certified, but do not meet the definition of a private professional guardian, please complete and submit the form on the JBCC website titled "Other Certified Guardians." no later than January 31; electronic submissions are preferred for this form.

Although attorneys who are private professional guardians do not meet the definition of private professional guardian under Government Code § 155.001, we ask that attorneys who are private professional guardians, who are registered as a private professional guardian in any county, and who are certified or provisionally certified guardians complete and submit the "Private Professional Guardians" form. This will give the JBCC a more complete picture of wards served by all private professional guardians.

If you have any questions or need assistance, please contact us at [JBCCAnnualReporting@txcourts.gov](mailto:JBCCAnnualReporting@txcourts.gov) or at 512-475-4368.