



JUDICIAL BRANCH CERTIFICATION COMMISSION

THE HONORABLE SID HARLE
Commission Chair

RONALD S. MORGAN, JR.
Director

January 5, 2026

To: Guardianship Programs

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**

This letter serves as a reminder that, each year, you are required to submit to the Judicial Branch Certification Commission (JBCC) a detailed report regarding the activities of your guardianship program in the preceding calendar year, and to provide that report no later than January 31. A copy of that report must also be submitted to the County Clerk of each county in which you operate by the same deadline.

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/>. Please note that, with respect to service providers, you must only provide information about each employee, volunteer and contractor providing guardianship services to a ward or proposed ward of the program – programs are not required to report information for administrative staff.

Please note: failure to submit the annual report by the 31st of January may result in a JBCC initiated complaint.

Texas Estates Code §1104.257 requires guardianship programs to file a copy of the report filed with the Commission with each county clerk in which the program operates; the copy must be filed with the clerk(s) by January 31.

Please submit the completed form to my attention at the e-mail address or the 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.

