

Summary of Reporting Requirements
County Clerks to Judicial Branch Certification Division (JBCC)
For Calendar Year 2025

County clerks are required to report information to the Commission on private professional guardians only. County clerks do **not** report information on guardianship programs or Health & Human Services Commission Office of Guardianship (formerly known as DADS Guardianship Program) to the Commission. In addition, county clerks are not required to report information to the Health and Human Services Commission. Reporting requirements are the same as last year with reports submitted to the JBCC.

Private Professional Guardians

Estates Code § 1104.302-303 [formerly Probate Code § 697(a)(7)]

On their annual application to the clerk for a certificate of registration, private professional guardians must include the certification number or provisional certification number issued by the JBCC to the private professional guardian or person representing ward's interests on behalf of the private professional guardian.

Estates Code § 1104.306 [formerly Probate Code Section 697(e)]

The clerk must submit the names and business addresses of private professional guardians who have satisfied the registration requirements for the calendar year. Reports must be submitted to the Commission no later than January 31 each year.