

Summary of Reporting Requirements

Guardianship Programs to Judicial Branch Certification Commission and County Clerks
For Calendar Year 2025

Reporting requirements are the same as last year with reports submitted to the Commission.

To JBCC

Government Code Chapter 155
Rule 7.3 of the JBCC Rules

The following information must be reported to the Commission no later than January 31 each year for the preceding calendar year:

- number of wards served by the program, reported by county in which the application to create a guardianship was filed
- total number of wards served by the program
- name, business address, and business telephone of each employee, volunteer and contractor providing guardianship services to a ward or proposed ward of the program
- name of each county in which each employee, volunteer or contractor provides or is authorized to provide guardianship services
- amount of funds received from the State of Texas or other public source for the provision of guardianship services, reported by source
- total amount of public funds received

To County Clerks

Estates Code § 1104.257 [formerly Probate Code § 697A(a)], regarding annual statement filed by guardianship programs

- guardianship programs no longer submit an annual statement to county clerks
- instead, guardianship programs submit a copy of the annual report filed with the Commission to the county clerk of each county in which the program operates
- copy of report must be submitted to county clerks no later than January 31 each year