

Your Duties as Guardian of the Person

#1: Be the Ward's Advocate

You are often required to speak on behalf of your Ward. You should protect your Ward by:

- **Meeting the Ward's Needs.** Make **all final decisions** for the Ward in residential, medical, and other matters. (As a Guardian, you **cannot** place the Ward in an in-patient psychiatric hospital.) By statute, you have a duty to provide care, supervision, and protection for your Ward and to provide your Ward with clothing, food, medical care, and shelter as completely as the Ward's resources permit.
- **Visiting Regularly.** It is the Court's expectation that guardians visit their wards *at least* once a month.

#2: Submit Annual Report *

The Guardian of the Person's Annual Report reports the Ward's condition to the Court. When completing the report, remember:

- **The Annual Report is required by law.**
- Failure to file this report can result in your removal as Guardian.
- **Provide as many details as possible,** using the form provided by the Court.
- **Complete, get notarized, and mail to the Travis County Clerk's Office.** The address is on the Report form.
- Texas law requires a \$25.00 fee for the processing of each Annual Report to determine whether the Guardianship continues to be appropriate, unless an affidavit of inability to pay costs is on file.

Annually

#3: Cooperate with the Court Visitor

The Court's goal is to have a Court Visitor visit the Ward once a year to assess the Ward's physical condition & living conditions. The Ward may be visited more or less frequently.

- **The Court Visitor will want to speak with the Guardian, too.**
- If you are unable to meet with the Court Visitor at the time of the Court visit, the Court Visitor will attempt to contact you by phone.

#4: Report Address Change

The Court needs the current address and phone number for both the Ward and the Guardian.

If the Ward or the Guardian moves, call the Court at 512-854-4359 to report the address change, or mail the information to

Travis County Probate Court No. 1
P.O. Box 1748, Austin, TX 78767

#5: Submit Final Report *

A Final Report must be filed:

- **when the Ward dies** (include a copy of the death certificate);
- **when a minor Ward turns 18 years old;**
- **if the Court accepts your resignation as Guardian.**

Complete, get notarized, and mail a Final Report to the Travis County Clerk's Office. The address is on the Report form. Use the same Court-provided form as for the Annual Report.

* You may complete and file your Annual or Final Report without the assistance of an attorney. Forms for your Annual or Final Report of the Person are available on the Court's website, www.co.travis.tx.us/probate/guardianship.asp or at the Court's office. If you have questions, call the Guardianship Coordinator (512-854-4359) or the Court Investigator (512-854-4978). (If you are also Guardian of the Estate, note that Texas law requires you to work with your attorney to prepare your Annual or Final *Accounts*.)