

CAUSE NO. _____

IN THE GUARDIANSHIP OF

JANE SMITH,

A PROPOSED
INCAPACITATED PERSON

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IN THE COUNTY COURT

OF

LUBBOCK COUNTY, TX

**COURT INSTRUCTIONS FOR GUARDIAN OF THE PERSON OF AN
INCAPACITATED ADULT OR MINOR**

As the duly appointed Guardian of the Person, you are hereby advised by the Court that you must comply with the following statutory requirements:

1. **File your Oath and Bond** within 20 days of appointment. *Secs. 1105.051, 1105.101, Estates Code.*
2. **File your sworn Annual Report of the Guardian of the Person each year, no later than 60 days after the anniversary date of your qualification** (filing of oath and bond). The Annual Report must include facts concerning the Ward's physical welfare, his/her well-being, and his/her progress in education, if applicable. Be sure to include information about medical, dental, and psychiatric care, with names of providers, as well as any activities in which the Ward participates as required by Chap. 1163, Subch. C, Estates Code. **This is a mandatory requirement. Failure to file the Annual Report of the Guardian of the Person may result in an order to show cause, revocation of letters and/or a fine not to exceed \$1,000.00 (Sec. 1163.151, Estates Code).** Your annual reporting period will be from _____ through _____, and will be due on _____ of each year until this guardianship is closed. *Sec. 1163.101, Estates Code.* The **Annual Report of the Person** form is located at **<https://www.LubbockCounty.gov/CountyCourt>**.
3. **File your Application for Resident Agent within 20 days after the date of the order if you do not reside in Texas.** *Sec. 1104.357, Estates Code.*
4. **Keep an accurate accounting** of all Social Security funds you receive and expend on behalf of the Ward as you will need to account to the Social Security Administration for the use of these funds. *SSA Publication No. 05-10076, Rev. Jan. 2009.*
5. **Preserve, protect and insure, if insurable, all non-cash assets** of this Guardianship. *Chap. 1151, Estates Code.*
6. **File your Final Report of the Guardian of the Person** when the Guardianship is ready to be closed due to the death of the ward or a judicial finding that the ward has regained competency. **This is a mandatory requirement.** *Chap. 1204, Estates Code.*

7. Consult with your attorney on any matter regarding this guardianship you do not understand. **Failure to comply with the mandatory requirements of the Texas Estates Code may result in penalties up to and including revocation of letters of appointment and/or fines up to \$1,000.00.**

JUDGE CURTIS PARRISH

Lubbock County Court

Lubbock County, Texas

I, _____, the duly appointed Guardian of the Person, hereby attest that I have read the above and understand its contents.

Date _____

Signature _____
Guardian of the Person