

Cause No. _____
Estate/Guardianship of _____

The purpose of this checklist is to assist counsel in ensuring that an annual or final account is complete and ready for court staff to review. It is a required cover sheet for all annual and final accounts by Administrative Order, in part to ensure that court staff are not devoting time to accounts that are incomplete. If you are unable to check all items applicable to your type of estate and account, consider whether your account is ready to be filed and wait until it is complete to do so.

Account Submission Checklist

This Account is a:

Annual

Final

Guardianship of Estate
Guardianship of Minor
Receivership

Temporary Administration
Dependent Administration
Trust

Date Due: _____ Date Filed: _____ Dates Covered: _____
Estate Attorney: _____ Email: _____ Phone #: _____
Attorney Ad Litem: _____ Email: _____ Phone #: _____

Financial Records:

- The account includes all assets that the Guardian/Representative is administering on behalf of the estate.
- Monthly statements for each bank/brokerage/etc. account for each month of this accounting period were reviewed in the preparation of this account and are ready to be submitted with the backup documentation.
- Receipts or invoices for each expenditure, including cash transactions, were reviewed in the preparation of this account and are ready to be submitted with the backup documentation.
- Expenditures are itemized or categorized in the account for ease of review.
- Verifications of deposit are ready to be submitted with the backup documentation.
- Any safekeeping agreements applicable to funds in this estate are ready to be submitted with the backup documentation.
- The Tax Affidavit is included in the backup documentation.
- Proof of payment of insurance premiums is ready to be submitted with this account.
- If this is a guardianship, any Social Security benefits received by the ward are managed by:
 - The guardian *as guardian*, and are accounted for in this account.
 - A representative payee, and not commingled with the guardianship estate and its accounts.
- I have read the Courts' Administrative Order Regarding the Filing of Annual and Final Accounts following the Texas Supreme Court's Adoption of Texas Rule of Civil Procedure 21c and have ensured that the filed account and the backup documentation I am submitting comply with that order.

Authorized Transactions:

- All attorneys' fees paid by the Guardian/Representative during this period have been approved by the court on: _____.
- All expenditures/reimbursements made by the Guardian/Representative to him/herself or another person during this period have been approved by the court on: _____.
- All expenditures made by the Guardian comply with the monthly allowance approved by the court on _____.
- One or more expenditures/sales/transactions during this period has not yet been approved by the court as of the date of filing of this account, and is the subject of a Motion(s) to Ratify filed on the following date(s): _____.
- I understand that I am responsible for obtaining a hearing on each Motion listed above, if needed, prior to the approval of this Account.
- Any lawsuits settled on behalf of the estate were approved by the Court on: _____.
- If this guardianship estate is paying for life insurance for the ward, the Court approved this policy on: _____.
- If this guardianship estate includes assets invested on behalf of the ward, the Court approved the investment plan on: _____.
- The account explains the basis for calculation of any requested commission.

Bond:

- The Bond Affidavit/receipt for renewal is included in the backup documentation.
- Based on my review of this account, the bond should:
- Be increased
 - Be decreased
 - Stay the same

Does this Account balance?

Yes or

No

If "No", why not?

For Final Accounts, please also complete the following:

Closing Plans

For guardianships:

- A final report of the person has also been filed.
- If the guardianship is closing because the ward died, probate of his/her estate:
 - Has been opened in Cause No. _____
 - Has been determined to be unnecessary because:
 - The estate is insolvent; **or**
 - _____

For all other cases:

- No estate property remains on hand.
- Estate property remains on hand and:
 - It will all be distributed to the parties listed in the approved final account.
 - The account requests all authority necessary to complete those transactions (sign a deed, etc.).
 - Some property will need to be deposited into the court registry, and the account makes this request.
 - The proposed order grants all necessary authority.

Notice/Citation

- Each heir/distributee is expected to waive service.
- Citation will be served on each heir/distributee who does not waive service.
- I will file an affidavit of compliance with Estates Code Sec. 362.005.
- If there are minor children or incapacitated persons who are heirs/distributees, the attorney ad litem will be served or will waive service.

Miscellaneous:

- I have signed the Account as attorney for the Guardian/Administrator.
- The Guardian/Representative has signed the Account under penalty of perjury.
- I have Efiled a proposed Order Approving the Account.

Attorney Signature

State Bar No.