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.** The Court expects guardians to 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, sign under penalty of perjury, and mail to Travis County Clerk's Office.** Address is on the form.
- Texas law requires a $10.00 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 can't meet with the Court Visitor during 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 the Ward **&** the Guardian.

If the you or the Ward moves, call the Court at 512-854-9359 to report the address change, or mail the information to

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

You cannot move the ward into a more restrictive care facility unless you first give at least 7 business days' notice to the Court except in case of emergency.

You may not move to another state or be absent from this state for more than three months without Court permission. If the Ward moves from this County, consult with the Court about whether the guardianship should be transferred.

#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, sign under penalty of perjury, 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, but check the "Final" Report box near the top of the first page.

* 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, https://www.traviscountytx.gov/probate/guardianship or at the Court's office. If you have questions, call the Guardianship Legal Assistant at 512-854-9359. If you are also Guardian of the Estate, note that Texas law requires that you work with your attorney to prepare your Annual or Final *Accounts*.