

**REQUIREMENTS FOR ATTORNEY APPLICATION FOR GUARDIANSHIP PER THE  
TEXAS ESTATE CODE**

1. An application filed according to TEC §1101.001; including specifically TEC 1101.001 (b)(3-a), (3-b), (4)(A, B & C)
2. File current medical evaluation: Examination date of proposed Ward must be within 120 days of the application filing date, not the date of the physician's signature.
3. File Motion and Order to appoint Attorney Ad Litem
4. Service
  - a. Order Personal Service TEC §1051.051
  - b. Service by Mail TEC §1051.052
  - c. Order Service by Posting TEC §1051.053
5. Access the JBCC website: [www.txcourts.gov/jbcc/register-a-guardianship](http://www.txcourts.gov/jbcc/register-a-guardianship) to register the filed guardianship, take the appropriate training and submit proposed guardian's criminal background check
6. Notice by Applicant for Guardianship per TEC §1051.104
7. **JBCC: phone number 1-512-475-4368;**
8. **JBCC: email: [jbccguardianregistration@txcourts.gov](mailto:jbccguardianregistration@txcourts.gov)**

**ATTORNEY CHECKLIST FOR THE FINAL HEARING ON THE APPLICATION FOR  
GUARDIANSHIP**

1. Request a final hearing through the website below after completion of the checklist <https://probatecrt4.harriscountytexas.gov/pages/Dockets.aspx>
2. Submit your proposed order by Noon on the Monday prior to hearing date.
3. Court 4 is now requiring a minimum \$25.00 cash bond per applicant for each Guardian of the Person.
4. Bonds for Guardian of the Estate should be calculated based on assets known by Noon on the Monday prior to the hearing.
5. New hearing time is 9:30 AM on Wednesday mornings.
6. Please have your clients in our office by 9:00 AM on the Wednesday of your hearing date to meet with court staff to discuss rights and responsibilities as Guardian.
7. It is the responsibility of the attorney of record to verify JBCC certificate, registration and background checks are completed and delivered to the court by Noon on the Monday prior to the hearing; Failure to do so will result in the hearing being passed.
8. Please proof citations for typos and misspellings of names
  - a. Personal Service TEC §1051.051
  - b. Service by Mail TEC §1051.052
  - c. Service by Posting TEC §1051.053
9. Verify that your doctor's examination date is within 120 days of the filing of your application, and not the date of the signature of the physician.
10. AAL's Answer must be on file
11. Prepare/file Sworn Affidavit of Compliance TEC §1051.104
12. File all Waivers