

# 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 a 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 if ward does not live in the residence with guardian.*

## #2 - Submit Annual Report

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

- The Annual Report is required by law, Texas Probate Code, §743.
- 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 Wise County Clerk's office, PO Box 359, Decatur, Texas 76234.
- Texas law requires a **\$12.00** fee for the processing of each Annual Report to determine whether the Guardianship continues to be appropriate.

## #3 - 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 940-627-5005 ext.8 to report the address change, or mail the information to:

Wise County Court at Law  
PO Box 901  
Decatur, Texas 76234

## #4 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 Wise County Clerk's Office, PO Box 359, Decatur, Texas 76234 along with required filing fee of **\$12.00**.

You may complete and file your Annual Report or Final Report without the assistance of an attorney. Forms for your Annual Report or Final Report of the Person are available on the Court's website, [www.co.wise.tx.us/ccf](http://www.co.wise.tx.us/ccf) or contact the Guardianship Coordinator at 940-627-5005, ext. 8.

**If you are also the Guardian of the Estate, note that Texas Law requires you to prepare your Annual Account or Final Account as well.**

**The Judge, Court Staff, or County Clerk's office cannot advise what you should do in your case, it is always advisable to talk with an attorney.**