

# 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**.

## **#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, 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, P O 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 at 940-683-0268 to report the address change or mail the information to:

Wise County Court at Law No. 2  
P O Box 250  
Bridgeport, Texas 76426.

## **#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, P O Box 359, Decatur, Texas 76234 along with the 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/ccl2](http://www.co.wise.tx.us/ccl2) or at the Court's office. If you have questions, call the Court Coordinator at 940-683-0268.

**NOTE: If you are also the Guardian of the Estate, Texas Law requires you to work with your attorney to prepare your Annual or Final Account.**