

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.**
- Failure to file this report can result in your removal as Guardian and the assessment of a fine.
- Provide as many details as possible, using the form provided by the Court.
- Complete, sign under penalty of perjury, and mail to the Wise County Clerk's Office. The address is on the form.
- 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
1007 13th Street, Suite 115
Bridgeport, Texas 76426.

- ✓ 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.

#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, sign under penalty of perjury, and mail a Final Report to the Wise County Clerk's Office, along with the required filing fee of **\$12.00**. The address is on the Report form. Use the same form as the Annual Report, but check the "Final" Report box near the top of the first page.

*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 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.