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GLADYS B. BURWELL PROBATE COURT JUDGE

Galveston County
600 59th Street, Suite 2305
Galveston, Texas 77551-4180

COURT INSTRUCTIONS TO THE GUARDIAN OF THE PERSON

CONSULT WITH YOUR ATTORNEY (NOT THE COURT) ON ANY MATTER REGARDING THIS GUARDIANSHIP THAT YOU DO NOT UNDERSTAND

1. File your bond and/or oath within 20 days of the date of your appointment.
2. When you receive your letters, give a copy of the letters to the Ward's medical providers, the credit bureau, social security, the facility where the Ward resides if the Ward does not live in his own home and school if the Ward is a minor.
3. If the Ward does not live with you, visit the Ward no less than once each month. It is important that you stay in constant contact with the Ward and the Ward's providers.
4. If you file for emergency detention of the ward under Health and Safety Code Section 573.004, you must immediately provide written notice of the filing of the application to the Court.
5. File your Annual Report - Condition and Well-Being of Ward after the year end of the date of your appointment and at least two months before the date of expiration of your letters of guardianship.
6. If your address changes, you **MUST** notify the Guardianship Investigator and the Clerk of the Court in writing of your new address within ten days of the change. Failure to provide that notification could result in your being fined \$50.00 by the Court. (Civil Practice and Remedies Code Section 30.015)
7. Be aware that a Court Visitor will visit the Ward once a year and prepare a report to the Court on that visit. This is NOT in lieu of your filing your Annual Report - Condition and Well-Being of Ward.
8. File your Final Report when the Guardianship is ready to be closed due to the death of the Ward or the Ward's reaching 18 years of age. Attach a copy of the Ward's death certificate if the Ward is deceased or a copy of the Ward's birth certificate if the Ward has reached 18 years of age. Be sure to request that the bond be released.