

IN THE GUARDIANSHIP
OF

§ IN THE COUNTY COURT
§ AT LAW NO. 2 OF
§ HUNT COUNTY, TEXAS

CHECKLIST CERTIFICATION FOR UNCONTESTED GUARDIANSHIP

Before the court will set your case for a hearing for the uncontested prove-up of the application of guardianship you must complete, sign, and file this form showing that you have satisfied all the necessary perquisites.

- 1. Guardianship sought is for: Person only Estate only Both the Person & Estate.
- 2. The proposed ward is an: adult minor.
- 3. Proposed guardian has submitted the registration information to the Judicial Branch Certification Board.
- 4. Proposed guardian has submitted criminal background information (*digital fingerprints required if seeking Guardianship of Estate and liquid assets are more than \$50,000*) or Proposed guardian is an attorney, certified guardian or corporate fiduciary.
- 5. Proposed guardian has completed the training & I have filed the guardianship training certificate of completion, or Proposed guardian is an attorney, certified guardian, or corporate fiduciary.
- 6. Everyone required to be served under §1051.103 has been served or has filed a waiver pursuant to §1051.105. (*Take Note: The proposed ward must be personally served; waiver is not allowed.*)
- 7. Everyone required to receive notice under §1051.104 has received notice or has filed a waiver pursuant to §1051.105.
- 8. Applicant has filed with the Court: (1) All notices & proofs of delivery **AND** (2) the Affidavit of Compliance pursuant to §1051.104(b).
- 9. I have filed the *Affidavit Containing Contact Information of Certain Persons* pursuant to §1101.003 and the Courts' Administrative Order concerning the same.
- 10. A Physician's Letter or Certificate compliant with §1101.103 or a written letter or certificate that shows Intellectual Disability compliant with §1101.104 has been filed with the Court.
- 11. Attorney ad litem has been appointed filed its answer and does not object to the matter being set for prove-up.
- 12. **If** a guardian ad litem was appointed, the guardian ad litem has filed its report with the court and the report concurs with the position of Applicant that the Proposed Ward cannot manage his/her financial affairs nor meet his/her personal needs and is in need of a Guardian of the Person/Estate.
- 13. Alternatives to guardianships and available supports and services were explored, and none exist or are appropriate. Testimony will be provided at the hearing as to why no alternatives/supports and service exist or are appropriate (*Conclusory statement that there is no alternative/supports and service is not sufficient.*)
- 14. I have reviewed with the proposed guardian the applicable instructions of the court regarding the duties and responsibilities of the guardian. The document has been **executed** and filed with the Court.
- 15. The *Guardian's General Information Sheet* has been completed, **executed**, and filed with the Court.
- 16. The proposed order has been filed and I will bring a copy to Court on the day of the prove up.
- 17. The Oath has been prepared for the Guardian in accordance with §1105.051.
- 18. The Attorney Ad litem has informed me that the proposed ward **WILL** **WILL NOT** attend the hearing. If the ward will not be present, testimony must be given at the hearing that establishes that the wards personal appearance is not necessary. §1101.051
- 19. I, the Attorney representing the applicant, am currently certified by the State Bar of Texas as having completed a course study of study in guardianship training law and procedure sponsored by the state bar or the state bar's designee pursuant to §1054.201.

As attorney for the Applicant, before submitting this request, I verify by signing below that each of the above-listed items has been completed, that I have complied with all procedural and statutory requirements of the Texas Estates Code, all applicable administrative orders and policies and procedures of this court, and that this matter is ready for an uncontested prove-up.

Respectfully Submitted,

Attorney Name: