

Summary of Duties: 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 the 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.** The Court expects guardians to 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.** You may complete and file your Annual Report without the assistance of an attorney. The Court will only accept the most recent version of the form for your Annual Report of the Person. This form, titled "*Report on the Location, Condition and Well-Being of Ward and Order*" is available on the Court's website, <https://www.huntcounty.net/page/hunt.ccal2> as a PDF fillable form under the Guardianship tab. This form must be typed. The Court will not accept a handwritten Report. 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, sign under penalty of perjury, and mail the Annual Report to:**
Hunt County Clerk's Office, P.O. Box 1316, Greenville, TX 75403
- Texas law requires a \$12.00 fee for the processing of each Annual Report to determine whether the Guardianship continues to be appropriate, unless an affidavit of inability to pay costs is on file.

#3: Report Address Change

The Court needs the current address and phone number for the Ward & the Guardian.

If you or the Ward moves, you must report the address change in writing to:

Hunt County Clerk's Office, P.O. Box 1316, Greenville, TX 75403

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** (you must include a copy of the death certificate) - OR -
- **when a minor Ward turns 18 years old.**
- **The Final Report is required by law.** You may complete and file the Final Report without the assistance of an attorney. Please be sure to use the most recent version of the form for your Final Report of the Person. This form, titled "*Report on the Location, Condition and Well-Being of Ward and Order*" is available on the Court's website, <https://www.huntcounty.net/page/hunt.ccal2> as a PDF fillable form under the Guardianship tab. This form must be typed. The Court will not accept a handwritten Report. Failure to file this report can result in your removal as Guardian.
- Use the same Court-provided form as for the Annual Report, but check the "Final" Report box near the top of the first page.
- **Complete, sign under penalty of perjury, and mail a Final Report to:**
Hunt County Clerk's Office, P.O. Box 1316, Greenville, TX 75403
- **The Court must review and accept your request to resign as Guardian before you can be discharged as Guardian.**

If you are also Guardian of the Estate, note that Texas law requires that you **MUST work with your **ATTORNEY** to prepare your Annual or Final Accounts.*