

BELL COUNTY COURT AT LAW NO. 1

1201 Huey Road-P.O. Box 781
Belton, Texas 76513



COURT INSTRUCTIONS OF THE GUARDIAN OF THE PERSON OF AN INCAPACITATED ADULT OR MINOR

As the duly appointed Guardian of the Person, you are hereby advised by the Court that you must comply with the following statutory requirements:

1. **File your Oath and Bond** within 20 days of appointment. *Secs. 1105.051, 1105.101, Estates Code.*
2. **Explain the Ward's Bill of Rights to the ward** in the ward's native language, or preferred mode of communication, and in a manner accessible to the ward, upon appointment and on annual renewal of the guardianship. The Bill of Rights of a Person Under Guardianship is attached hereto.
3. **File your sworn Annual Report of the Guardian of the Person each year, no later than 60 days after the anniversary date of your qualification** (filing of oath and bond). The Annual Report must include facts concerning the Ward's physical welfare, his/her well-being, and his/her progress in education, if applicable. Be sure to include information about medical, dental, and psychiatric care, with names of providers, as well as any activities in which the Ward participates as required by Chap. 1163, Subch. C, Estates Code. **This is a mandatory requirement. Failure to file the Annual Report of the Guardian of the Person may result in an order to show cause, revocation of letters and/or a fine not to exceed \$1,000.00 (Sec. 1163.151, Estates Code).**
4. **Keep an accurate accounting** of all Social Security funds you receive and expend on behalf of the Ward as you will need to account to the Social Security Administration for the use of these funds. *SSA Publication No. 05-10076, Rev. Jan. 2009.*
5. **Preserve, protect and insure, if insurable, all non-cash assets** of this Guardianship. *Chap. 1151, Estates Code.*
6. **File your Final Report of the Guardian of the Person** when the Guardianship is ready to be closed due to the death of the ward or a judicial finding that the ward has regained competency. **This is a mandatory requirement. Chap. 1204, Estates Code.**
7. Consult with your attorney on any matter regarding this guardianship you do not understand. **Failure to comply with the mandatory requirements of the Texas Estates Code may result in penalties up to and including revocation of letters of appointment and/or fines up to \$1,000.00.**