

For Guardianships:

The following documents must be in the Court file prior to setting a hearing:

- ___ The sworn application. See Tex. Estates Code §1101.001 for application requirements.
- ___ Applicant's attorney has 4-hr certification
- ___ CME (Review the CME prior to the hearing. Make sure it is completely filled out!!)
- ___ The posted Notice and the posted return
- ___ Personal citation on the proposed ward and the return
- ___ JBCC registration/background
- ___ JBCC 1-hour certification course, must be filed
- ___ Digital fingerprints if seeking Guardianship of the Estate and liquid assets are more than \$50,000
- ___ Investigator's report.
- ___ The Motion to Appoint Attorney ad Litem.
- ___ Order appointing an Attorney ad Litem.
- ___ The Answer of the Attorney ad Litem.
- ___ If any party is entitled to service, then proof of service or waiver of service. See Tex. Estates Code §§ 1051.101-1051.106.
- ___ The Affidavit of Compliance with Tex. Estates Code § 1051.104
- ___ Proposed Order. See Tex. Estates Code §§ 1101.101 and 1101.151

One the day of the hearing, you need to add the following:

- ___ Proposed Ward's attendance, or ad litem requests attendance waived and excused
- ___ The Court Clerk will provide the following to be signed after the hearing: administrative order 2009-2, personal representative general information sheet, and court instructions
- ___ A pink sheet for the Ad Litem's fees and expenses, if over \$500 you must include an attorney's billing affidavit and itemized time keeping