

# Uncontested Guardianship Docket Procedures

Bexar County Probate Court No. 2

Effective February 1, 2020



The Court's uncontested guardianship docket will be held once per week (dates attached). As always Probate Court # 2 will work with attorneys to accommodate scheduling conflicts. If there is any question about whether a case should be set on the uncontested guardianship docket contact the court investigator.

Note the following procedures for the uncontested guardianship docket:

- Confirm your application complies with the requirements found in Texas Estates Code §1101.001
- Court Investigator's Report: The Court investigator will submit a written report to the Court and send a copy to all attorneys. The court investigator will investigate to determine whether less restrictive alternatives are available.
  - To initiate an investigation please email the court investigator the following:
    - Contact information for the Proposed Guardian
    - Current address for the Proposed Ward
    - Any additional medical information you feel would assist in the investigation
    - Any pertinent information regarding the parties
- To set a case on this docket, you must email the court investigator. Once your case has been approved, the court investigator will contact you via email and you will be directed to the Administrative Assistant to finalize the setting. No hearing is set until the Administrative Assistant emails you a signed fiat.
- You are responsible for making sure that the proposed guardian has completed all JBCC requirements prior to the hearing.
- On the day of the uncontested guardianship docket please arrive **30 minutes** prior to your hearing.
  - When possible please e-file your proposed order ahead of time.
- *For temporary guardianships, contested guardianships, or other guardianship proceedings that do not fall within the case types for the uncontested guardianship docket, please contact the administrative assistant, Silvia Alvarez, at 210-335-2678.*

If you have any questions regarding the uncontested guardianship docket contact the court investigator:

**Francesca H. Cammack**

**210-335-2279**

[francesca.cammack@bexar.org](mailto:francesca.cammack@bexar.org)

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

# 2020 Uncontested Guardianship Docket

These dates are subject to change and availability:

## February:

February 6<sup>th</sup> at 3:30 pm  
February 27<sup>th</sup> at 1:30 pm

## March:

March 3<sup>rd</sup> 9:30 am  
March 9<sup>th</sup> 9:30 am  
March 16<sup>th</sup> 9:30 am  
March 19<sup>th</sup> at 1:30 pm  
March 23<sup>rd</sup> at 9:30 am  
March 26<sup>th</sup> at 1:30 pm  
March 30<sup>th</sup> at 9:30 am

## April:

April 6<sup>th</sup> at 9:30 am  
April 9<sup>th</sup> at 1:30 pm  
April 13<sup>th</sup> at 9:30 am  
April 20<sup>th</sup> at 9:30 am  
April 23<sup>rd</sup> at 1:30 pm  
April 27<sup>th</sup> at 9:30 am

## May:

May 4<sup>th</sup> at 9:30 am  
May 7<sup>th</sup> at 9:30 am  
May 11<sup>th</sup> at 9:30 am  
May 18<sup>th</sup> at 9:30 am  
May 27<sup>th</sup> at 1:30 pm

## June:

June 1<sup>st</sup> at 9:30 am  
June 8<sup>th</sup> at 9:30 am  
June 15<sup>th</sup> at 9:30 am  
June 22<sup>nd</sup> at 9:30 am  
June 25<sup>th</sup> at 1:30 pm

## July:

July 6 at 9:30 am  
July 8<sup>th</sup> at 1:30 pm  
July 20<sup>th</sup> at 9:30 am  
July 22<sup>rd</sup> at 1:30 pm

## August:

August 10<sup>th</sup> at 9:30 am  
August 13<sup>th</sup> at 9:30 am  
August 17<sup>th</sup> at 9:30 am  
August 24<sup>th</sup> at 9:30 am  
August 27<sup>th</sup> at 1:30 pm  
August 31<sup>st</sup> at 9:30 am

## September:

September 10<sup>th</sup> at 1:30 pm  
September 14<sup>th</sup> at 9:30 am  
September 21<sup>st</sup> at 9:30 am  
September 24<sup>th</sup> at 1:30 pm  
September 28<sup>th</sup> at 9:30 am

## October:

October 12<sup>th</sup> at 9:30 am  
October 19<sup>th</sup> at 9:30 pm  
October 26 at 9:30 am  
October 29<sup>th</sup> at 1:30 pm

## November:

November 2<sup>nd</sup> at 9:30 am  
November 9<sup>th</sup> at 9:30 am  
November 12<sup>th</sup> at 1:30 pm  
November 16<sup>th</sup> at 9:30 am

## December:

December 3<sup>rd</sup> at 1:30 pm  
December 7<sup>th</sup> at 9:30 am  
December 14<sup>th</sup> at 9:30 am  
December 17<sup>th</sup> at 1:30 am  
December 21<sup>st</sup> at 9:30 am