

LUCY ADAME-CLARK

COUNTY CLERK



BEXAR COUNTY

BEXAR COUNTY COURTHOUSE
100 DOLOROSA, SUITE 104
SAN ANTONIO, TEXAS 78205

NEW GUARDIANSHIP FILING INFORMATION SHEET

CAUSE NO. _____ DATE OF FILING: _____




PROPOSED WARD'S NAME: _____

RETURNABLE DATE (POSTED CITATION): _____

GUARDIANSHIP HEARING PREREQUISITES

Proposed guardians, or their attorney, must file a guardianship application with the county prior to registering the guardianship with the Judicial Branch Certification Commission (JBCC). Any person(s) or entity applying for appointment must submit their registration information online with the JBCC at least 10 days before the scheduled hearing date.

• **You must do the following to register your proposed guardianship with the JBCC:**

1. Go to www.txcourts.gov/jbcc and click on **Register a Guardianship** to get to the Guardianship Registration (GR) Department's website.
 - ▶ Register a Guardianship
2. Click the Online System Resources link to go to the **Watch How to Register a Guardianship- Slideshow. Online System Resources**
 - Watch How to Register a Guardianship- Slideshow (pdf) 
 - It is strongly recommended to view this prior to starting the registration process. It will walk you step-by-step/page-by-page through the registration process.
3. Scroll down and click on the red button that says, "**Register A Guardianship**" to access the online system.
4. Highlight the "**Guardians**" tab (if it is not already highlighted)
5. Click "**To Register a Guardianship: Click Here**" to start the registration process.
6. Enter Guardian Information (*Co-guardians must register separately*)
7. Enter Guardian Mailing Address
8. Enter Online Account Information – Create a Login Name and Password (Be sure to write this information down when you create it).
9. Click "**Register**"
10. Fill out the rest of the required fields and information on your Ward and guardianship.
11. Sign and select "**Submit**"

Note: After your registration is submitted, you'll receive an automated email confirmation with your transaction number. Check your inbox, or spam folder, for this email. We recommend providing a copy of the email to the court, along with your training certificate, as proof of registration.

- After submitting your guardianship registration information to the JBCC, proposed guardians must **also** complete the Guardianship Training Module at least 10 days before the hearing on the application.
- The following parties are exempt from the guardianship training as well as the criminal history background check:
 - Attorneys,
 - (professionally) Certified Guardians, and
 - Corporate Fiduciaries (a bank or other financial institution).

○ To access the training, you must do the following:

- Go to www.txcourts.gov/jbcc and click on **Register a Guardianship** to get to the Guardianship Registration (GR) Department’s website.
 - **Register a Guardianship**
- The Guardianship Training Module is available in English and Spanish on the home page of our website. Click on the red button to start the appropriate training version:



- The training module requires you to use Google Chrome and is not compatible with cell phones or Apple products (*i.e., iPhone, iPad, etc.*)
- A certificate of completion will be issued when the training has been completed – a copy of the certificate should be filed with the Court at least 10 days prior to the hearing on the guardianship application to show that this requirement has been met. You must upload a copy of your certificate of completion to your online registration form. If you need assistance obtaining your training certificate, please contact the JBCC’s Guardianship Registration Department at jbccguardianregistration@txcourts.gov for assistance.

CRIMINAL BACKGROUND CHECK: All proposed guardians **other than attorneys, certified guardians or corporate fiduciaries** are subject to a criminal history background check which is conducted by the JBCC. Background checks are not conducted until after the proposed guardian has submitted their registration form to the JBCC. The background check must be delivered to the court at least 10 days before the hearing date. Please allow sufficient time for processing.

Please email our Criminal History Specialist at brian.keenan@txcourts.gov:

- When your hearing date has been scheduled, and
- Proof of having been fingerprinted according to the county’s instructions.

- The following parties are not exempt from the criminal history background check:
 - Attorneys from out of state, and
 - Guardians from out of state.

Name and date of birth background check (conducted by the JBCC).

- This is conducted if the value of the liquid assets of the proposed ward’s estate is \$50,000 or less.
- The JBCC will send the results to the probate clerk.

Fingerprint based background check (conducted by the county).

- This is conducted if the value of the liquid assets of the proposed ward’s estate exceeds \$50,000, or if an applicant resides out-of-state or out-of-country.
- Once the guardianship registration information is received, the county will instruct the proposed guardian on how to meet the digital fingerprint background requirement.
- The background check must be delivered to the court at least 10 days before the hearing date – please allow sufficient time for processing.

Note: Applicants can confirm completion of background checks by clicking on the **View Details** link of their application under the **View Pending Online Applications** page of their online profile.

If you have any questions, you may contact the Senior Courts Coordinator, Melissa Trevino, in the County Clerk’s Office - Probate Department at (210) 335-3460 or (210) 335-2241.