

GUARDIANSHIP OF _____

CAUSE NO. _____

Checklist & Due Dates

Guardian appointed (date): _____

Guardian qualified (date): _____

	Tickler Date	Due Date	Date Completed
Prepare Application			
Obtain Physician's Certificate TEC § 1101.103			
At least 10 days prior to hearing:			
1) Post citation, and return service.			
2) Personal Service of citation or waivers to persons under TEC § 1051.103.			
3) Service of notice, not citation, via CMRRR or obtain Waivers to persons under TEC § 1051.104.			
4) File copies of notices, proof of delivery, and affidavit of notice with the Court. TEC § 1051.104(b)			
5) Register online with the Judicial Branch Certification Commission (JBCC) at https://jbcctxcourts.gov .			
6) Complete the Guardian Training Module. File Certificate with Court.			
Call Court to Schedule Hearing.			
Within 20 days of appointment:			
1) File oath and bond.			
Within 30 days of qualification, if <i>Guardian of the Estate</i>:			
1) File inventory, appraisal and list of claims. TEC §§ 1154.051 & 1154.052.			
2) Publish notice to creditors TEC §§ 1153.001 & 1153.002.			
3) File application for monthly allowance.			
4) Notice to state comptroller (if applicable) TEC § 1153.001.			
Within 120 days of qualification, if <i>Guardian of the Estate</i>:			
1) Notice to secured creditors TEC § 1153.003.			
2) Notice to known unsecured creditors TEC § 1153.003.			
Within 180 days of qualification, if <i>Guardian of the Estate</i>:			
1) Apply for investment plan TEC § 1161.051.			
Within 60 days after 12 months from date of qualification:			
1) Annual accounting for Guardian of Estate TEC § 1163.001.			
2) Annual report for Guardian of the Person TEC § 1163.101.			