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KIMBERLY SULLIVAN
PROBATE COURT JUDGE
Galveston County
600 59th Street, Suite 2305
Galveston, Texas 77551

**COURT INSTRUCTIONS TO THE
GUARDIAN OF THE PERSON**

**CONSULT WITH YOUR ATTORNEY (NOT THE COURT) ON ANY MATTER
REGARDING THIS GUARDIANSHIP THAT YOU DO NOT UNDERSTAND**

1. File your bond and oath within 20 days of the date of your appointment. Estates Code §1105.003
You have no authority to act until you submit the Bond and it is approved by the Court.
2. When you receive your letters, give a copy of the letters to the Ward's medical providers, the credit bureau, social security, the facility where the Ward resides if the Ward does not live in his own home.
3. If the Ward does not live with you, visit the Ward no less than once each month. It is important that you stay in constant contact with the Ward and the Ward's providers.
4. If you file for emergency detention of the ward under Health and Safety Code Section 573.004, you must immediately provide written notice of filing the application to the Court.
5. File your Annual Report - Condition and Well-Being of Ward after the year end of the date of your appointment and at least two months before the date of expiration of your letters of guardianship. Estates Code §1163.101.
6. If your address changes, you **MUST** notify the Guardianship Investigator and the Clerk of the Court in writing of your new address within ten days of the change. Failure to provide that notification could result in your being fined \$50.00 by the Court. (Civil Practice and Remedies Code Section 30.015)
7. Be aware that a Court Visitor will visit the Ward once a year and prepare a report to the Court on that visit. This is NOT in lieu of your filing your Annual Report - Condition and Well-Being of Ward. Estates Code §1054.102
8. File your Final Report when the Guardianship is ready to be closed due to the death of the Ward attaching a copy of the Ward's death certificate. Be sure to request that the bond be released. Estates Code §1163.103

I acknowledge receipt of these Court Instructions:

Date: _____

Guardian of the Person