

GUARDIANSHIP DOCKET INFO & DOCUMENTS

Effective 9/1/15 – ALL attorneys (not just the AAL/GAL for the ward) filing pleadings in guardianships MUST be guardianship certified by the State Bar of Texas under the new 4 hour CLE requirement. The Court must be provided either the 3 hour State Bar certificate plus the 1 hour “booster” certificate **OR** the new 4 hour State Bar certificate upon filing of a new application for guardianship OR upon entering an existing guardianship as a new attorney.

Physicians Certificate of Medical Exam (PCME) – The most current PCME form can be found on the CCL#4 page of the Williamson Co website. Only the most current form will be considered acceptable by the Court.

Proposed hearing documents (order, oath, and any other documents that will be signed during or after the hearing) – Proposed hearing documents for guardianship cases should be sent to the Probate Auditor for review via email to avega@wilco.org.

Proposed orders must include a signature line for both the applicant’s attorney, and the attorney ad litem (AAL) to sign “approved as to form.” The proposed order should be emailed to the AAL for review prior to the hearing.

All hearing documents must be received at least seven (7) days prior to the scheduled hearing.

Annual Reporting Forms Guardianship – The most current forms for annual reporting can always be found on the CCL#4 page of the Williamson Co website. The Court will accept ONLY the most current forms for consideration.

*** **IT IS THE RESPONSIBILITY OF THE GUARDIAN (not the Court) TO CHECK THE WEBSITE ANNUALLY PRIOR TO FILING THE GUARDIAN’S ANNUAL REPORT ON THE CONDITION AND WELL-BEING OF THE WARD.**

*** **ALL guardianship accountings MUST be filed by an attorney. Annual Accountings filed pro se, or without attorney representation, will not be considered by the Court.**