

Walker County Courthouse  
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JUDGE, WALKER COUNTY COURT AT LAW

## ONGOING DUTIES AS GUARDIAN OF THE PERSON

### BE AN ADVOCATE

You are often required to speak on behalf of the ward. You should protect the ward by:

- **Meet the Ward's Needs.** Make **all final decisions** for the ward in residential, medical and other matters. You cannot place the ward in an in-patient psychiatric hospital without a court order. You have a duty to provide care, supervision and protection for the ward. You have a duty to provide the ward with clothing, food, medical care and shelter as completely as the ward's resources permit.
- **Visit Regularly.** The court expects guardians to visit their wards **at least** once a month.

### SUBMIT ANNUAL REPORT

- The Guardian of the Person's Annual Report reports the wards condition to the court. When completing the report, remember:
  - The annual report is required by law.
  - Failure to file the report may result in your removal as Guardian.
  - Provide as many details as possible, using the form provided by the court. (*found on the court's website or the clerk's office*)
  - Complete the report, sign it under penalty of perjury and send it to the Walker County Clerk's office.

### REPORT ADDRESS CHANGES

- The court needs the current address and phone number for the Guardian and the ward.
  - If you move, or if the ward moves, you must report the change by filing a new Personal Representative Information Form (*found on the court's website or the clerk's office*)
- You cannot move to another state or be absent from this state for more than three months without court permission.
- If the ward moves from this county, consult with the court, through the court coordinator, about whether the guardianship should be transferred.

### SUBMIT A FINAL REPORT

- A final report must be filed:
  - when the ward dies (*include a copy of the death certificate*)
  - when a minor ward turns 18 years old
  - if the court accepts your resignation as guardian
- Complete the report, sign it under penalty of perjury and send it to the Walker County Clerk's office.
- Use the same form as for the annual report but check the "final" report box near the top of the first page.

\*\*\*You may complete your Annual or Final Report without the assistance of an attorney.

The forms are available on the court's website

<http://www.co.walker.tx.us/departments/index.php?structureid=12> under "Forms".