

# Your Duties as Guardian of the Person

## #1: Be the Ward's Advocate

You are often required to speak on behalf of your Ward. You should protect your Ward by:

- **Meeting the Ward's Needs.** Make **all final decisions** for the Ward in residential, medical, and other matters. (As a Guardian, you **cannot** place the Ward in an in-patient psychiatric hospital.) By statute, you have a duty to provide care, supervision, and protection for your Ward and to provide your Ward with clothing, food, medical care, and shelter as completely as the Ward's resources permit.
- **Visiting Regularly.** The Court expects guardians to visit their wards **at least** once a month.

## #2: Submit Annual Report \*

The Guardian of the Person's Annual Report reports the Ward's condition to the Court. When completing the report, remember:

- **The Annual Report is required by law.**
- Failure to file this report can result in your removal as Guardian.
- **Provide as many details as possible**, using the form provided by the Court.
- **Complete, get notarized, and mail to the Ellis County Clerk's Office.** The address is on the Report form.
- Texas law requires a filing fee for the processing of each Annual Report to determine whether the Guardianship continues to be appropriate, unless an affidavit of inability to pay costs is on file.

## #3: Report Address Change

The Court needs the current address and phone number for both the Ward and the Guardian.

**If the you or the Ward moves**, call the Clerk at 972-825-5070 to report the address change, or mail the information to

Ellis County Clerk  
109 S. Jackson  
Waxahachie, TX 75165

If the Ward moves from this County, consult with the Court about whether the guardianship should be transferred.

## #4: Submit 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, get notarized, and mail a Final Report to the Ellis County Clerk's Office.** The address is on the Report form. Use the same Court-provided form as for the Annual Report, but check the "Final" Report box near the top of the first page.

\* You may complete and file your Annual or Final Report without the assistance of an attorney. If you are also Guardian of the Estate, note that Texas law requires that you work with your attorney to prepare your Annual or Final Accounts.