

Ellis County Court at Law No. 1

JUDGE JIM CHAPMAN
Ellis County Courts Building
109 S. Jackson
Waxahachie, TX 75165



Updated November 2023

GUARDIANSHIP UNCONTESTED PROVE-UP HEARING REQUEST FORM/CHECKLIST

Today's Date: _____ Guardianship of _____

Cause # _____ Ad Litem's name: _____

Type of hearing requested: _____

Requested Date and Time: _____

Email address where the Court can reach you: _____

Counselors,

This form must be submitted with your request for an uncontested prove-up hearing on a guardianship matter. No hearing date will be set unless this form signed by the attorney, and all the required documents from this checklist, have been submitted via email to the Court Coordinator, Tianta Schwartz, at ccl1coordinator@co.ellis.tx.us. This process will allow the Court to review the case prior to the hearing and identify issues that may need to be addressed before the hearing, thus reducing the possibility of you and your client not achieving your desired outcome at the prove-up hearing because of procedural issues. This Checklist should be used in conjunction with the Court's Guardianship Guide and Annotated Guardianship Checklist that are available on the Court's website, fail to consult it at your own peril.

If, after review, the Court determines that the case is ready to be set, we will contact you to confirm your requested time or offer the next available dates if the date you requested is not available. If there are issues that need to be addressed, the Court Coordinator will notify counsel. Note that no hearing is considered set until the Court contacts you via email with a confirmed date and time; please inform witnesses an expected hearing date is not firm until after you've received confirmation from the Court.

Select the appropriate category below and submit all the requisite information, listed in the check boxes below, along with your setting request. Check each box as complete or write "NA" beside the box if it does not apply to your case.

Jim Chapman, Judge Presiding

GUARDIANSHIP OF THE PERSON AND/OR ESTATE

Proposed Order

Oath

Attorney’s Affidavit of Notice and the supporting documents

JBCC Certificate

Physician’s Certificate of Examination

Criminal Background Check

Guardianship General Information Sheet

Initial Annual Report (If Guardianship of the Person sought)

Signed Duties of Guardian of the Person/Estate/Both Instructions (as applicable)

List of Assets and Income for the proposed Ward for bonding purposes (Only for Estates)

Certification of Applicant’s Attorney: By my signature below, I certify to the Court and its staff that, before signing this request, I have completed the training and possess a valid certificate from the State Bar to represent clients in guardianship cases and that I completed and submitted all the checked items as indicated above, and that I verified all the checked items as indicated above.

Applicant’s Attorney (Printed Name)

Applicant’s Attorney (Signature)