



DELIA BRIONES
COUNTY CLERK
500 E. San Antonio Suite 105
El Paso, Texas 79901
(915)546-2071

NEW GUARDIANSHIP FILING INFORMATION SHEET

CAUSE NO. _____ DATE OF FILING: _____
PROPOSED WARD'S NAME: _____
RETURNABLE DATE (POSTED CITATION): _____

GUARDIANSHIP HEARING PREREQUISITES

Any person(s) or entity applying for appointment as guardian must do the following at least 10 days before the hearing on the application:

- **SUBMIT REGISTRATION INFORMATION TO JUDICIAL BRANCH CERTIFICATION COMMISSION:** Prior to being appointed guardian, you must submit registration information online with the Judicial Branch Certification Commission (JBCC) at <http://www.txcourts.gov/jbcc/>.

If you are NOT an *attorney, certified guardian or corporate fiduciary* you must **also** do the following at least 10 days before the hearing on the application:

- **GUARDIANSHIP TRAINING:** In addition, after submitting the online guardianship registration information to JBCC, you must also complete the Guardian Training Module. Online training is available at <http://www.txcourts.gov/jbcc/register-a-guardianship/>. A certificate of completion will be issued when the training has been completed. A copy of the certificate should be filed with the Court at least 10 days prior to the hearing on the guardianship application to show that this requirement has been met.
- **CRIMINAL BACKGROUND CHECK:** All proposed guardians *other than attorneys, certified guardians or corporate fiduciaries* are subject to a criminal history background check. The background check will be performed by the JBCC if the liquid estate value of the guardianship is less than \$50,000.

If the liquid estate value is \$50,000 or more, a digital fingerprint background check must be completed. It is the responsibility of the person applying for appointment as guardian to submit digital fingerprints when required. Information will be provided by JBCC to obtain digital fingerprints through Texas Dept. of Public Safety (DPS) when applicable.

The background check must be delivered to the court at least 10 days before the hearing on the application for guardianship. Please allow sufficient time for processing before the hearing date.

If you have any questions, you may contact the Probate Division of the County Clerk's office at (915)546-2116.

NOTE: ALL REQUIREMENTS LISTED ABOVE MUST BE COMPLETED BEFORE A HEARING WILL BE SCHEDULED