

No. \_\_\_\_\_

**COURT INSTRUCTIONS TO THE GUARDIAN OF THE PERSON ONLY  
ADULT OR MINOR**

As the duly appointed Guardian of this person, you are hereby advised by the Court that you must do the following:

- 1) File your oath and bond within 20 days;
- 2) File your sworn annual report **every year on the anniversary date of qualification**. [Failure to file your annual report could result in removal and a fine of up to \$1,000.00.]
- 3) The annual report **must** include the following: *(forms available from the Court):*  
<http://www.smith-county.com/Courts/CountyCourt/Forms.aspx>
  - a. An accounting of any money you may receive and/or expend for the support maintenance of the ward, his/her education when necessary, and support and maintenance of the ward's dependents, when authorized by order of the Court;
  - b. Facts concerning each ward's physical welfare, his/her well-being, and his/her progress in education, as required by §743 Texas Probate Code;
- 4) Obtain a written order of this Court authorizing any expenditures of Guardianship funds **before** any such expenditures are made;
- 5) File your Final Report when the Guardianship is ready to be closed due to the death of the ward or the ward's reaching 18 years of age. This should be prepared by your attorney; and
- 6) Consult with your attorney on any matter regarding this Guardianship that you do not understand.

\_\_\_\_\_  
Joel Baker, Judge  
County Court, Smith County, Texas

I, Guardian of this person, hereby attest that I have read the above and understand its contents.

\_\_\_\_\_  
Guardian

\_\_\_\_\_  
Date