

**Annual Report of Guardian of the Person**  
**Johnson County Court at Law No. 2**  
**Judge F. Steven McClure**

Guinn Justice Center, 204 South Buffalo, Ste. 409, Cleburne, TX 76033  
Probate Auditor: Janelle Parker (817) 556-6190 e-mail: jparker@johnsoncountytexas.org

A person appointed as *Guardian of the Person* of an Incapacitated person is required to file an Annual Report on the well-being of that Incapacitated person (See Texas Estates Code § 1163.101). The following form can be used to comply with this requirement. **YOU MUST complete every blank in the form, as may be applicable, and check all appropriate boxes as instructed, otherwise, the Court will not sign the order. If you choose your own form and fail to provide the information required by Texas Estates Code § 1163.101, the Court will not sign the order approving the report.**

Instructions:

- Form must be filled out **completely** and to the best of your knowledge.
- Reporting time period should always cover the *previous* year. Please make sure your reporting time period is correct. Your reporting time period began the day you qualified as Guardian and continues annually for the same period each year thereafter. The date you qualify is the date when the Court approves your bond *or* when you take and file your oath, **whichever is later**. For example, if you qualified as guardian on February 5, 2024, your first reporting period would be February 5, 2024 through February 4, 2025 and your first report would be due within 60 days of February 5, 2025 (your anniversary date). Your next reporting period would be February 5, 2025 through February 4, 2026, and your second annual report would be due with 60 days of February 5, 2027, and so on and so on.
- All guardians appointed *Guardian of the Person* need to be included in the report.
- Attach a current picture of the ward, if possible.
- Annual Reports may be filed in person or by mail along with any applicable fee (currently \$12.00) with the Johnson County Clerk. The Clerk's fee to file the Annual Report is \$12.00. The fee for Letters of Guardianship is \$2.00 each. Reports may be e-filed (**not emailed**) with the Court Clerk. Fees apply for e-filed reports and fees must be paid prior to new Letters of Guardianship being issued.
- If an *Affidavit of Indigence/Affidavit of Inability to Pay* is on file, fees can be waived.
- Failure to file the required Annual Report in a timely manner could result in the setting of a hearing before the court and/or the abatement of the guardian's authority and/or the removal of the guardian.

**PLEASE NOTE: DON'T FILE THIS PAGE WITH YOUR ANNUAL REPORT.**