

## Steps to Prepare for Guardianship Application

The person that you believe is in need of a guardian is referred to as the “proposed ward.”

1. Gather names, addresses and phone numbers of parents (regardless of whether both parents are applying), step parents, and adult siblings;
2. Obtain name of facility administrator (if proposed ward resides outside of the home);
3. Copy last two years of “ARD” reports, if applicable;
4. Copy the most recent psychological evaluation result (if available, even if the evaluation occurred several years ago);
5. Copy of any documents that indicate the amount of income the proposed ward is eligible to receive (e.g. SSI, trust fund income);
6. The income of the proposed ward will assist the court in determining whether a filing fee for application should be applied;
7. Consult/retain an attorney to prepare the application for guardianship;
8. The attorney will provide you with a Doctor’s Form Letter to be completed by the proposed ward’s physician. (Proposed ward must have seen the physician no more than 4 months prior to filing of the application in order for the form letter to be in compliance with the law requirements);
9. All appointed guardians will be required to post a bond with the Court. This cost is in addition to the filing fee, attorney fees, and applicable court cost.

There are qualifications that all applicants for guardianship must meet, such as submit to and pass a criminal background (reviewed only by the court), amongst other requirements.

For more information regarding the guardianship application process, you are instructed to contact an attorney of your choice.

**The Law Office of Derbha H. Jones, P.L.L.C. is able to meet your needs in applying for guardianship of your loved one. Contact information: 419 South Carroll Blvd., Ste. 200, Denton, Texas 76201, [www.derbhajoneslaw.com](http://www.derbhajoneslaw.com); (940)-383-3961.**