



Bobbie Davis  
Panola County Clerk

## New Guardianship Filing Information

### 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/register-a-guardianship/>.

If you are NOT an **attorney, certified guardian or corporate fiduciary**, the following must **also** be done 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 Guardianship 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 assets of the estate are \$50,000 or less.

***If the liquid assets of the estate exceed \$50,000, or the proposed guardian is not a Texas resident, a digital fingerprint-based criminal history check must be completed.*** It is the responsibility of the person applying for appointment as guardian to submit digital fingerprints when required. Please contact the Panola County Clerk's Office for instructions on providing a digital fingerprint background check to the Court. 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.

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

**TO OBTAIN A COURT SETTING, CONTACT:**  
**Gina Goldman, Court Coordinator**  
**Rick McPherson, County Court at Law Judge**  
**Phone: 903-693-0396**