



**JUDGE CHRISTINE BUTTS
HARRIS COUNTY PROBATE COURT NO. 4
HARRIS COUNTY CIVIL COURTHOUSE
201 CAROLINE, 7TH FLOOR
HOUSTON, TEXAS 77002
OFFICE (832)927-1404 FAX (832)927-1499**

GUARDIAN OF THE PERSON ONLY

The guardian of the person is entitled to the charge and control of the person of the ward, and the duties of the guardian correspond with the rights of the guardian. A guardian of the person has:

1. the right to have physical possession of the ward and to establish the ward's legal domicile;
2. the duty of care, control and protection of the ward;
3. the duty to provide the ward with clothing, food, medical care and shelter;
4. the power to consent to medical, psychiatric and surgical treatment other than the in-patient psychiatric commitment of the ward.

UPON APPOINTMENT

Upon appointment today, you will need to go to the Harris County Probate Clerk on the 8th floor to request "Letters of Guardianship". These letters are good for 1 year & 4 months. The cost is \$2.00 per Letter. These are good to give to the living facility, school, day program, etc.

REPORTING REQUIREMENTS

1. The guardian must: Complete the annual report form one year from the date of appointment. You may make copies of the attached or obtain an Annual Report form on the web at:
http://www.cclerk.hctx.net/Probate/Downloadable_Forms.aspx
This form must be completed with original signatures and notary seal. Copies are not acceptable.
2. Sign, have notarized, and mail to the following address to my attention:

**Probate Court No. 4
Attn: Gloria Bryant
201 Caroline, 7th Floor
Houston, TX 77002**

**ANNUAL REPORT IS
DUE EVERY YEAR
ON:**

3. Once the Court receives the Annual Report, wait approximately 2 weeks to process then call the Probate Clerk's office at 713-274-8585 and order new Letters of Guardianship for the next year.

Failure to file this report will result in your being removed as guardian and a successor guardian will be appointed.

The guardian **must** contact the Court if the guardian or the ward moves with the new address.