

JUDGE RICHARD R. HICKS, III
CALDWELL COUNTY COURT AT LAW

Caldwell County Justice Center
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Lockhart, Texas 78644
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GUARDIANSHIP DOCKET PROCEDURES

Attorneys are responsible for making sure that the proposed guardian has done all of the following after the filing of an **Application for Appointment of Guardian of a Person and/or an Estate**:

1. Submitted registration information online with the Judicial Branch Certification Commission (JBCC) at <https://jbcctexas.txcourts.gov>.
2. Completed the required guardianship training through the JBCC, received the guardian training certificate of completion, and filed the certificate with the Court (E-file the certificate with the Clerk). (The Certificate is Not required if the proposed guardian is an attorney, certified guardian, or corporate fiduciary.)
3. Submitted the requisite criminal background check to the JBCC. (Not required if the proposed guardian is an attorney, certified guardian, or corporate fiduciary.)
4. Filed the PHYSICIAN'S CERTIFICATE OF MEDICAL EXAMINATION (PCME).

TO REQUEST A SETTING on the Guardianship docket, contact the **Court Administrator, Joseana Charlton**, by phone at (512) 359-4348 or email at Joseana.charlton@co.caldwell.tx.us

Before Setting the case with the Court Coordinator:

1. Confirm the proposed guardian has submitted registration information to the Judicial Branch Certification Commission. Effective June 1, 2018, all guardianships in the State of Texas must be registered with the Judicial Branch Certification Commission.
2. Confirm the proposed guardian completed the guardianship training and submitted the criminal background check (if the proposed guardian is not an attorney, certified guardian, or corporate fiduciary). All guardianship training and criminal background checks must now be done through the Judicial Branch Certification Commission (rather than the clerk's office and the Court).
3. File the Physician's Certificate of Medical Examination (PCME) or Determination Of Intellectual Disability Report. All Applications must use the September 2015 version of the PCME, or subsequent versions.
4. Confirm the Attorney Ad Litem has filed the Report to the Court.

After you have obtained a court setting, turn in the Proposed Orders, and the Oath to be signed by the new guardian at least one week before the scheduled hearing date.