

Registering with the Judicial Branch Certification Commission (JBCC)

Effective June 1, 2018 all guardianships in the state of Texas must be registered with the Judicial Branch Certification Commission (JBCC). This requirement is governed by Section 155 of the Texas Government Code. All guardians and guardianship applicants are required to submit certain information to the JBCC, which will be registered in the guardianship database. This includes guardianships that were established before this date, and applies to *both* Guardians in a co-guardianship. New guardians must also complete a mandatory training course through the JBCC.

Please note this form needs to be completed on a computer. The form is NOT mobile-friendly.

If your guardianship has already been granted by the Court: Please follow the Registration Instructions below.

If your guardianship is pending with the Court: Please follow the Registration Instructions and the Guardianship Training Instructions below.

Registration Instructions (ALL GUARDIANS):

- Access the registration materials at the following web address:
<https://www.txcourts.gov/jbcc/register-a-guardianship/how-to-register/>
- Select the red "Register a Guardianship" button on this webpage
- When a pop-up shows up prompting you to "choose the program," select "Guardians"
- There will be a line written in red here that says "Register a Guardianship: click here" under the "Mandatory Guardianship" heading on this page. Please follow that link
- Please proceed through the registration process by entering the relevant information
- Repeat this process for both co-guardians in a co-guardianship, creating separate accounts for each registration

Guardianship Training Instructions (NEW GUARDIANS ONLY):

- Access the registration materials at the following web address:
<https://www.txcourts.gov/jbcc/register-a-guardianship/how-to-register/>
- Select the red "Guardianship Training Module" button on this webpage
- Click the large blue button that says "Get this course" on the left of this webpage
- If a pop-up shows up prompting you to either Login or Signup, please login using the same information provided during the registration process
- Select the large blue button that says "Go to course"
- Follow along and complete the training course
- Repeat this process for both co-guardians in a co-guardianship
- Submit the training certificate(s) via email to probate@co.collin.tx.us, with the subject line "[Your Cause Number Here] JBCC Training Certificates"

Frequently Asked Questions:

- **Before reaching out to the Court or the JBCC with questions about this process**, please see page 2/the reverse of this page for the answers to many frequently asked questions and information you may need to complete the JBCC registration process

Please reach out to the JBCC with further questions regarding this process:

512-463-1656 or

jbccguardianregistration@txcourts.gov

Thank you,

The Collin County Probate Court

In-Depth Frequently Asked Questions for JBCC Registration

The registration process is simple and should only require a few minutes of your time to complete, but you need to have some information about your guardianship from your guardianship documentation.

- Question: Why isn't the form accepting my **phone number**?
 - Answer: Please be sure to write it in the following format: 1234567890 (with no dashes, spaces, periods, or parentheses.)
- Question: What is my **Guardianship Type**?
 - Answer: There are two types of guardianships - Guardianship of the Person and Guardianship of the Estate. It is also possible to have both types. The Order Granting Guardianship will provide you with information on which you have.
- Question: What should I provide as the "**Estate total liquid assets of ward**?"
 - Answer: If you have a Guardianship of the Person only and the Ward has no monetary assets outside of SSI, SSDI, or similar funds, please provide the amount as 0.00. If you have a Guardianship of the Estate, you will need to provide an amount based on what has been reported in Annual Accountings filed by your attorney with the Court. Please get in touch with your attorney for this amount.
- Question: **Which County** do I register with?
 - Answer: Please use Collin County even if you live in a different county at this time.
- Question: **What Court** do I register with?
 - Answer: Statutory Probate Court 1
- Question: **What Judge** presides over the guardianship?
 - Answer: If the guardianship was granted before February 1, 2024, Judge Weldon Copeland; if guardianship was granted after February 1, 2024, Judge Sarah Duff
- Question: How do I know **what attorney** to use in the form?
 - Answer: Please use the attorney who filed your guardianship with the Court. If you are having trouble finding out the attorney's bar number, please look up the attorney's name on the State Bar of Texas website, <https://www.texasbar.com>. Please note you do not need to enter the attorney's name, bar number, or contact information and this question is optional.
- Question: Who is the "**Protected Person**?"
 - Answer: The "Protected Person" is the Ward—the person over whom the guardianship is sought. This would be the individual who is named in the guardianship title (e.g. In the Guardianship of John Doe).
- Question: What is my **Qualification Date**?
 - Answer: This is the date your guardianship was finalized, which is typically (although not always) the date the Order Granting Guardianship was signed.
- Question: Do I need to become a **certified guardian**?
 - Answer: No. Certification is only required by private professional guardians.
- Question: Do I need to provide **fingerprints**?
 - Answer: Only if the Ward's assets exceed \$30,000 or you reside outside of the State of Texas.
- Question: **Do I need to renew** this registration every year?
 - Answer: No. This is a one-time, free registration.
- I have a **co-guardian**. Can I **add them on** to my registration account?
 - Answer: No. Each guardian needs their own username and password on the JBCC website. Please help your co-guardian set up a new username and password and help them complete the registration process in the same way you did the first time.