

On September 1, 2019, the Office of Court Administration (OCA) initiated the Guardianship Abuse, Fraud, and Exploitation Deterrence Program (GAFEDP).

As a part of the GAFEDP, the OCA has developed the Texas Guardianship Online Reporting System. This system is an automated, electronic system tool to aid guardians in filing their required reports. Once a guardian creates an account in the system, they will be able to complete the required annual report information and print out the report.

Once printed, the guardian (or co-guardians) can sign and file the annual report with the appropriate court.

The system will also notify the guardian via email when their annual report is due.

In order to create an account with the Texas Guardianship Online Reporting System, you must first register the guardianship with the Judicial Branch Certification Commission (JBCC).

If you are unsure if you have registered the guardianship, you can check using this link:

<https://jbcctexas.txcourts.gov/DefaultTexas.aspx>

You'll enter your Login Name and Password to review your guardianship registration.

If you have forgotten your Login Name and / or Password, you'll be able to reset that information on that page.

If you have not yet registered the guardianship, you can do so using this link:

<https://www.txcourts.gov/jbcc/register-a-guardianship/>

Scroll to "JBCC Online Instructions & Registration" and click the red box entitled "Register a Guardianship".

The email address used for the JBCC registration must be the same email address used to create the account in the Texas Guardianship Online Reporting System.

- If your email address has changed or needs to be updated, please contact the JBCC so they can update that information for you.
- JBCC contact information:
  - Phone: 512.475.4368 X2
  - Email: [jbccguardianregistration@txcourts.gov](mailto:jbccguardianregistration@txcourts.gov)

Once your registration is complete, you can create an account in the Texas Guardianship Online Reporting System by:

- Going to <https://guardianonlinereport.txcourts.gov/> and clicking on "Create an Account".
- Please enter the same email address as used for the JBCC registration as well as your selected password.
- A verification email will be sent to that email address.
- Click "Verify email" to validate your account.
- Once verified, you'll be redirected to the Texas Guardianship Online Reporting System where you'll be able to log in to the system.
- Once you have logged in to the system, you can review your case information.



- Any changes to the following information must be updated by the JBCC:
  - Protected Person's name, date of birth or gender
  - Guardian's name or email address
  - Cause number, guardianship type, guardian type, county name, qualification date or case status
  - Certification number (this is for guardians who have tested and been certified as a professional guardian through the JBCC)
- You can then select the annual report and begin inputting for your reporting period.

Any questions or concerns about the functionality of the Texas Guardianship Online Reporting System can be sent to:

- James Fullbright- 254.229.0135
- Or emailed to [guardianreporting@txcourts.gov](mailto:guardianreporting@txcourts.gov)
- If James is unavailable, please contact Dona Simmons at 512.214.7013

