

# DALLAS COUNTY GUARDIANSHIP PROCESS TIMELINE

	Step 1	Step 2	Step 3 *	Step 4	Step 5	Step 6	Step 7	Step 8 **	Step 9	*** AAL APPOINTED & SCHEDULE HEARING
	Application filed through E-File	Guardianship Case Information Sheet should be emailed to the CIO	Background clearance.  JBCC or IdenToGo	JBCC Training for Proposed Guardian (E-file cert.)	APS/CPS  Turnaround is 6 to 8 weeks	CME	Personal Service on AIP (Return Citation)	CI Report filed in the case	Service on all interested parties	
Temporary+	✓	✓	✓		✓	Not required	✓			
Permanent GOP/GOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	
GOE Only	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Minors	✓	✓	✓	✓	✓	Not required	✓	✓	✓	

\* Email CIO the “Guardianship Case Information Cover Sheet” to [CIAdmin@dallascounty.org](mailto:CIAdmin@dallascounty.org)

\*\* Where applicable, Steps 1-7 must be completed **before** a Court Investigator is assigned to your case.

\*\*\* Before an AAL is appointed, and the hearing is scheduled, a \$600 AAL fee must be deposited into the registry of the Court, and the CI report must be on file.