



## DALLAS COUNTY PROBATE COURT

# SUCCESSOR GUARDIAN CHECKLIST

To become a new guardian over an existing case, you must follow several steps. If any of these steps are missed, it could potentially cause a delay in having your application properly vetted and submitted timely to the court. **THIS CHECKLIST IS FOR EXISTING GUARDIANSHIPS ONLY**

### 1. CONTACT COURT VISIT INV.

It is important to stay in contact with the investigator to ensure the court is properly notified of your intent and progress with taking over an existing guardianship.

**Probate Court 1:** Sarita Thomas: 214-653-6328

**Probate Court 2:** Nurenia Spencer: 214-653-6533

**Probate Court 3:** Doris Aguilar: 214-875-2586

**Elder Safety Coordinator:** Aged 50+ cases: Mozali Lopez  
214-653-7644

### 2. HIRE AN ATTORNEY

To bring a guardianship case through the probate court, it is mandatory to hire counsel. There are free legal resources, if you qualify. If you do not qualify, you should obtain a letter of non-representation and forward this to the assigned investigator. You can obtain a list of free legal resources on the website.

### 3. BACKGROUND CHECKS: The Court will not grant guardianship without proper background clearance.

**For Estates valued at over \$50,000 or out of state Applicants:**

Applicant must follow the link below to complete the fingerprint process and use the following service code to be fingerprinted by:

IdentoGO: <https://uenroll.identogo.com/workflows/111VVQ> Service Code: 1 1 1 V V Q

If you have any questions or concerns, please reach out to the following:

- FBI Identity History Check and Fingerprint Program  
Call Center: (877) 783 - 4187
- Texas Department of Public Safety's Fingerprinting Services Unit: (512) 424 - 2474

**ESTATES VALUED UNDER \$50,000.00:** Applicant must register with JBCC.

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

**The background checks can take up to eight weeks to come back to our office from JBCC.**

### 4. GUARDIANSHIP COVER SHEET

This document is needed to run a historical record search for any Department of Family Protective Services (DFPS) state abuse records. This form should be given to you by your attorney and will need to be completed and returned to our office at: [CIAdmin@dallascounty.org](mailto:CIAdmin@dallascounty.org). You can find this document in the forms section of the website.

### 5. JBCC ONLINE TRAINING COURSE

**Training:** All guardians must take a certification course and file the training certificate with the court. JBCC GUARDIANSHIP TRAINING NOW AVAILABLE IN SPANISH. <http://www.txcourts.gov/jbcc/register-a-guardianship/>

### 6. JBCC: REGISTRATION

**Registration:** All guardians must register with JBCC: <http://www.txcourts.gov/jbcc/register-a-guardianship/>

You will need the case number to register the guardianship.

**\*\*\* Should you have any concerns, please contact the assigned court visit program investigator, who will assist you. You should check in with the assigned investigator every 30 days. \*\*\***

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