

Instructions and Information Regarding Petition to Initiate Disciplinary Procedures

Rule XII(a) of the Rules Governing Guardianship Certification provides that any person may petition the Board to initiate disciplinary procedures. There is no requirement that your complaint be submitted on this form. However, a petition to initiate disciplinary procedures must be in writing and must include all the information required by Rule XII(b):

- name and contact information for the petitioner and respondent
- an allegation of the existence of one or more disciplinary criteria set forth in Rule XI
- an adequate factual basis for the allegation(s)
- any necessary documentation or other supporting materials or information.

Please provide the information requested legibly and in as much detail as possible.

1. Name and contact information for the person filing the petition.
2. Name and contact information for the certified guardian about whom you are complaining. (At minimum, provide the name of the certified guardian and his/her address.)
3. Describe the nature of the violation, and cite the Rule and/or Minimum Standard you allege was violated. For example:
The guardian failed to comply with Rule X(c), which requires a guardian to report a change in address to the Board.
4. Describe the situation leading to the alleged violation.
5. A brief description of each document attached. For example:
Letter to guardian dated October 15, 2007
Motion to modify guardianship filed with the court on November 1, 2007

Please submit the completed form, along with any supporting documents to
Guardianship Certification Board
c/o Office of Court Administration
P.O. Box 12066
Austin, Texas 78711-2066
attn: Lesley Martin Ondrechen, Program Director

NOTE:

The Program Director can answer your questions about the content of the Rules Governing Guardianship Certification and the Minimum Standards for Guardianship Services, and can direct you to the Board's website (<http://www.courts.state.tx.us/gcb/>) for information on certified guardians. She can answer questions on the disciplinary procedures, time-frames, deadlines, and the like.

The Program Director cannot assist you in completing the form, cannot tell you how or if a particular Rule or Minimum Standard applies to your situation, cannot speculate concerning a possible outcome, and cannot speak for the Board.