

Travis County Adult Guardianship Initiation Guide

A practical reference guide for families and professionals navigating the court-initiated guardianship process in Travis County.

Overview

In most Texas counties, filing for adult guardianship requires retaining a private attorney, which can cost \$5,000 or more in legal fees. Travis County is unique in providing an in-house court-initiated guardianship process. The Travis County Probate Court employs staff attorneys (Guardianship Court Investigators) who conduct the guardianship investigation directly, eliminating the requirement to hire private legal counsel.

Required Initiation Forms

To initiate the court-initiated guardianship process, two primary forms must be completed and submitted:

1. **Court Initiated Guardianship Form**
 - **Purpose:** Must be completed and signed by the individual who intends to serve as the guardian.
 - **Document Link:** [Court Initiated Guardianship Form](#)
2. **Health Care Provider's Certificate of Medical Examination (CME)**
 - **Purpose:** Must be completed by the proposed ward's Primary Care Physician (PCP) following an in-person evaluation.
 - **Document Link:** [Certificate of Medical Examination Form](#)

Once both forms are fully executed, the family or assisting professional can submit them via email directly to the Travis County Probate Court staff to begin the investigation.

Associated Costs & Fee Waivers

- **Standard Total Cost: \$1,400**

- **Filing Fee:** \$950
- **Lifetime Bond:** \$450
- **Fee Assistance:** If the prospective guardian cannot afford these costs, they may request a waiver of the \$950 filing fee by submitting a completed [Statement of Inability to Afford Payment of Court Costs](#) form alongside their application.

Filing Timeline

- **Recommended Submission Window:** Families typically begin preparing and submitting paperwork no earlier than **3 months prior** to the individual's 18th birthday.

Travis County Probate Court Contacts

For inquiries, status updates, or document submissions, contact the designated court staff below:

Court / Role	Contact Person	Email Address	Phone Number
Probate Court No. 1 (Judge Guy Herman)	Ophelia Enamorado (Guardianship Court Investigator)	probateone.guardianship@traviscountytx.gov	(512) 854-4978
Probate Court No. 2 (Judge Nicholas Chu)	Melanie Ibarra-Herrera (Guardianship Court Investigator)	probate2.guardianship@traviscountytx.gov	(512) 854-5514
Guardianship Legal Assistant	Jessica Serrano (Paralegal)	probate.guardianinfo@traviscountytx.gov	(512) 854-9359