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Edmund A. [Signature]
CLERK OF COURT
HAYS COUNTY TEXAS

O-04-005

In the County Courts at Law of Hays County, Texas

**ADMINISTRATIVE ORDER CLARIFYING ISSUANCE OF RENEWED
LETTERS OF GUARDIANSHIP**

Under Sections 1106.002 - .003 of the Texas Estates Code, Letters of Guardianship expire one year and four months after those Letters have been issued, and the Clerk of the Court is required to issue renewed Letters of Guardianship annually upon the guardian's filing and the Courts approval of the guardian's annual report or accounting. The Estates Code requires the issuance of only the initial Letters of Guardianship and does not mandate that the Clerk annually issue additional certified copies of the original order establishing the guardianship. In some guardianship cases, however, the original order of appointment of the guardian directed the Clerk to issue both the initial Letters of Guardianship and a certified copy of the initial order on an annual basis, resulting in unnecessary expenses to the guardianship estate.

The County Courts, to promote efficiency and reduce unnecessary expenses, find it necessary to clarify that a guardian may elect to receive only the initial Letters of Guardianship without incurring the cost of additional certified copies of the original order, unless a guardian specifically requests or the Court directs the Clerk to issue such additional certified copies. Therefore, regarding the issuance of Letters of Guardianship, the County Courts at Law of Hays County issue the following administrative directive.

THEREFORE, IT IS HEREBY ORDERED THAT:

1. Annual Issuance of Letters.

In all guardianship cases in the Hays County Courts at Law, upon filing and approval of the guardian's annual report or accounting, the Clerk of the court shall issue renewed Letters of Guardianship in accordance with Sections 1106.002 - .003 of the Texas Estates Code.

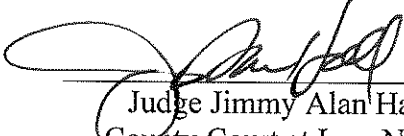
2. Certified Copies of Orders.

- A. Even when the original guardianship order directed issuance of both initial Letters and a certified copy of the order annually, the Clerk shall issue only the renewed Letters of Guardianship if that issuance is the Guardian's request.
- B. The Clerk shall issue a certified copy of the original order only if a guardian specifically requests such issuance, or if the Court expressly directs such issuance in a particular case.

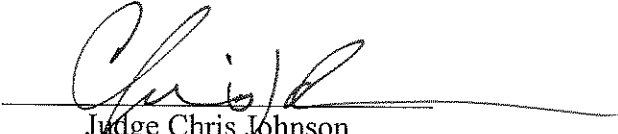
3. Application.

This Administrative Order applies to all guardianship cases, whether previously filed, currently pending, or filed in the future, regardless of the language contained in the original order of appointment.

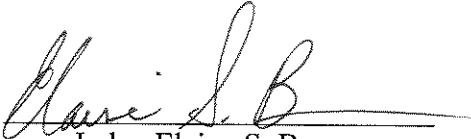
**THIS HAYS COUNTY ADMINISTRATIVE ORDER CLARIFYING
ISSUANCE OF LETTERS OF GUARDIANSHIP SHALL BECOME
EFFECTIVE IMMEDIATELY UPON PUBLICATION ON THE OFFICE OF
COURT ADMINISTRATION'S WEBSITE.**



Judge Jimmy Alan Hall
County Court at Law No. 1
Hays County, Texas



Judge Chris Johnson
County Court at Law No. 2
Hays County, Texas



Judge Elaine S. Brown
County Court at Law No. 3
Hays County, Texas