

GARRD Review Process

- Guardian files an annual or final report. Clerk's Office must use Event Code 9219 (Guardian's Annual Report) or Event code 9227 (Guardian's Final Report). * GARRD does not complete a review for a Guardian's 90 Day Report.
- Automated Odyssey report created nightly when the guardianship report is docketed using Event code 9219 or Event code 9227.
- GARRD Compliance Officer accesses Odyssey report the next morning.
- GARRD reviews essential documents (see below) and completes a review for the judge.
- GARRD staff docket the review into Odyssey.
- Judge's TCAA receives an email from GARRD advising GARRD case review is complete.
- TCCA should notify the judge of the GARRD review, so judge can review both the guardian's annual report and the GARRD review.

Essential Documents Needed for GARRD review

- Guardian's annual report scanned/uploaded correctly into Odyssey
- Petition for guardianship
- Order Appointing Guardian, and any subsequent Order appointing a successor or replacement guardian
- Other judicial Orders pertaining to the guardian's duties and obligations
- Older annual reports scanned into Odyssey
- Grievances

Common Issues

- Case status is not in Adjudicated Case Report Review
- Current Judge (case reassigned if original judge no longer on the bench)
- Date of birth is not entered for the Protected Person (Parties tab)
- "Inactive" participants are not "grayed" out in Odyssey
- Guardian's names are not entered appropriately in the parties tab
- Due dates for annual reports and 10 year reviews