

# Resources for Guardians

The resources listed below will help guardians better understand the responsibilities, importance, and scope of their role.

- **Court files.** There are two court files produced when an older adult is adjudicated incompetent in North Carolina that are especially useful for guardians: the *incompetency special proceeding file* and the *guardianship estate file*. These files will contain copies of the court orders determining the type of guardian appointed and listing any limitations on the guardian's authority. In addition, the files will contain information related to the needs, assets, and liabilities of the older adult.
- **Understanding Guardianship video.** The North Carolina Administrative Office of the Courts (AOC) has created a video entitled "Understanding Guardianship." Guardians are advised to watch the video, which is available at <https://www.nccourts.gov/about/nc-administrative-office-of-the-courts/training/understanding-guardianship>.
- **Guardianship website and pamphlet.** The AOC maintains a help-topic webpage dedicated to providing information about the guardianship process in North Carolina (see <https://www.nccourts.gov/help-topics/guardianship>) and has created a form entitled "Responsibilities of Guardians in North Carolina" (see <https://www.nccourts.gov/documents/forms/responsibilities-of-guardians-in-north-carolina>).
- **Guardianship Services Manual (published for DSS and corporation guardians).** The N.C. Department of Health and Human Services' Division of Aging and Adult Services maintains a guardianship policy and procedures manual. It can be accessed at <https://www.ncdhhs.gov/aging-and-adult-services-guardianship-services-policy-and-procedures-manual>.
- **North Carolina Clerk of Superior Court Procedures Manual.** This manual, published by the School of Government, has two chapters on incompetency and guardianship proceedings. It is produced for clerks of superior court but is available for purchase by the public (see <https://www.sog.unc.edu/publications/books/north-carolina-clerk-superior-court-procedures-manual-2012-edition-complete-set-volume-one-and>).
- **Managing Someone Else's Money: Help for Court-Appointed Guardians of Property and Conservators.** The Consumer Financial Protection Bureau publishes guides to help people understand the role of a guardian of the estate or a general guardian (see [https://files.consumerfinance.gov/f/documents/201310\\_cfpb\\_msem-help-for-court-appointed-guardians-of-property-and-conservators.pdf](https://files.consumerfinance.gov/f/documents/201310_cfpb_msem-help-for-court-appointed-guardians-of-property-and-conservators.pdf)).