

Resources for Guardians

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

- **Court files.** In North Carolina, two court files are produced when an older adult is adjudicated incompetent. These files are especially useful for guardians: the *incompetency special proceeding* and *guardianship estate* files. These files contain copies of the court orders determining the type of guardian appointed and list any limitations on the guardian's authority. In addition, the files contain information related to the older adult's needs, assets, and liabilities.
- **"Understanding Guardianship" video.** The North Carolina Administrative Office of the Courts (AOC) has created a video entitled "Understanding Guardianship." They advise guardians to watch the video, which is available at 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 nccourts.gov/help-topics/guardianship) and has created a form entitled "Responsibilities of Guardians in North Carolina" (see nccourts.gov/documents/forms/responsibilities-of-guardians-in-north-carolina).
- **Guardianship Services Manual** (published for DSS and corporation guardians). The North Carolina Department of Health and Human Services Division of Aging and Adult Services maintains a guardianship policy and procedures manual, which are available at 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 sog.unc.edu/publications/books/north-carolina-clerk-superior-court-manual-series).
- **"Managing Someone Else's Money: Help for Court-Appointed Guardians of Property and Conservators" guide.** The Consumer Financial Protection Bureau publishes guides to help people understand the role of a guardian of the estate or a general guardian (see consumerfinance.gov/consumer-tools/managing-someone-elses-money).