

**SECOND JUDICIAL DISTRICT COURT
STATE OF NEVADA, WASHOE COUNTY**

Policy Area:	Adult Guardianship
Effective Date:	3-18-2016
Revised Date:	3-18-2016
Review Date:	4-1-2017

POLICY AND PROCEDURE

1. **Title:** **Adult Guardianship: Initiating Cases**
2. **Purpose:**
To establish a consistent practice throughout the Second Judicial District Court for the initiation of adult guardianship cases.
3. **Policy:**
To initiate a new case each time a Petition for the Appointment of Guardian is filed.
4. **Scope and Applicability:**
This policy provides a set of guidelines to the filing office, the public, and all other court entities for the initiation of all new adult guardianship cases.
5. **Definitions:**
Guardianship: The office, duty, or authority of a guardian. Also, the relation subsisting between guardian and ward. Black’s Law Dictionary (5th Ed.).
Petitioner: “Petitioner” means any person who files a Petition for the Appointment of Guardian seeking to be appointed as the guardian of a person or estate.
Guardian: One who has the legal authority and duty to care for another’s person or property, esp. because of the other’s infancy, incapacity or disability. A guardian may be appointed either for all purposes or for specific purposes. Black’s Law Dictionary (7th Ed.). “Guardian” means any person appointed under Chapter 159 as a guardian of the person, of the estate, or the person and estate for any other person. NRS 159.017.
Ward: “Ward” means any person for whom a guardian has been appointed. NRS 159.027. A ward may also be known as a “person under guardianship” or “person subject to guardianship.”
6. **Law:**
None.
7. **Procedures:**
 - Adult guardianship cases are only initiated in the Second Judicial District Filing Office.
 - A new adult guardianship case is initiated each time a Petition for the Appointment of Guardian is filed.

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- A new case number is assigned to each new Petition, even if the petitioner and the respondent were involved in a previous guardianship or, if the petitioner and/or respondent are involved in an existing guardianship.

Context Case Initiation Step-by-Step

- Research parties for existing @ numbers in Contexte. Note all existing case numbers.
- Case initiation (CMAINIT)
 - Case Type: GA
 - Case title: GUARD: (name) (D___)
- CDAPRTY
 - AWRD – Adult Ward
 - PETR - Petitioner
 - ATTY - Attorney (if applicable)
- All prior cases involving the parties should be related to the new case in the CDARELC screen in Contexte by the Filing Office at case initiation. During hearing preparation, the court clerk shall confirm all related cases.

8. Approved By:

Judge Doherty, March 2016.

End of Policy