

## The North Carolina Clerk of Superior Court Manual Series

### Manual Content Update Status

This chart tracks the status of updates to various chapters in the manual series. It will be updated as chapters are revised and posted on the manual series website.

Manual: The Office of the Clerk			
Chapter Name	Old Chapter #	New Chapter #	Status
Office of the Clerk	10	1	2012 Edition
Ethics for Clerks of Superior Court	11	2	2012 Edition
Judicial Responsibilities of the Clerk	12	3	2012 Edition
Liability of the Clerk	13	4	In production
Oaths of Office	14	5	2012 Edition
Public Records	15	6	2012 Edition

Manual: Courtroom Procedures			
Chapter Name	Old Chapter #	New Chapter #	Status
Courtroom Duties of the Clerk	50	1	2012 Edition
Courtroom Oaths	51	2	2012 Edition
Clerk's Handling of Evidence	52	3	Updated through January 1, 2022
Clerk's Responsibilities to the Jury Commission	53	4	2012 Edition
Clerk's Responsibilities for Petit Juries	54	5	2012 Edition
Clerk's Responsibilities for the Grand Jury	55	6	2012 Edition
Duties and Responsibilities of a Bailiff and a Grand Jury Officer	56	7	2012 Edition

Manual: Criminal			
Chapter Name	Old Chapter #	New Chapter #	Status
Initial Appearance and Setting Conditions of Pretrial Release	20	1	Updated through November 18, 2024
First Appearance When Judge Not Available	21	2	Updated through October 1, 2022

Criminal Appearance Bonds: Taking and Releasing Secured Bonds	22	3	Updated through November 18, 2024
Bond Forfeiture	24	4	Updated through May 12, 2023
Duties of the Clerk in Extradition Cases	25	5	Updated through January 9, 2024

Manual: Civil			
Chapter Name	Old Chapter #	New Chapter #	Status
<b>Judgments</b>			
Confessions of Judgment	30	1	Updated through January 1, 2022
Default Judgments	31	2	2012 Edition
Docketing, Crediting and Canceling Judgments	32	3	Updated through January 1, 2022
Entry of Judgment: Rule 58	33	4	Updated through January 1, 2022
<b>Pre-judgment Remedies</b>			
Attachments	34	5	2012 Edition
Claim and Delivery	35	6	2012 Edition
<b>Post-judgment Remedies</b>			
Proceedings Supplemental to Execution	36	7	2012 Edition
Setting Aside Exemptions	37	8	2012 Edition
Writs of Execution	38	9	2012 Edition
Writs of Possession for Real Property	39	10	2012 Edition
Writs of Possession for Personal Property	40	11	2012 Edition
<b>Other Civil</b>			
Civil Domestic Violence Protective Orders	41	12	Updated through January 15, 2023
Child Support	60	13	2012 Edition
Judicial Waiver of Parental Consent for Minor's Abortion	NEW	14	Updated through January 1, 2022
Handling Small Claims	42	15	2012 Edition
Motor Vehicle Liens	150	16	2012 Edition

Manual: Decedents' Estates, Trusts, and Powers of Attorney			
Chapter Name	Old Chapter #	New Chapter #	Status
<b>Decedents' Estates</b>			

Overview of Decedents' Estate Administration	71	1	Updated through January 1, 2022
The Clerk's Initial Estate Intake	71	2	Updated through January 1, 2022
Subject Matter Jurisdiction of the Clerk in Decedents' Estates	NEW	3	Updated through January 1, 2022
Estate Proceedings	NEW	4	Updated through January 1, 2022
Probate of a Will	72	5	Updated through January 1, 2022
Living Probate	NEW	6	Updated through January 1, 2022
Appointment of the Personal Representative	73	7	Updated through January 1, 2022
Role, Resignation, and Revocation of Letters of the Personal Representative	73	8	Updated through January 1, 2022; Revised on 4/16/2025
Inventories and Accounts	74	9	2012 Edition
Commissions and Attorney Fees of the Personal Representative	75	10	2012 Edition
Proceedings to Discover Assets of an Estate	76	11	Updated through January 1, 2022
Personal Property of Estates	77	12	2012 Edition
Sale and Management of Real Property	78	13	2012 Edition
Year's Allowance of a Surviving Spouse and Children	79	14	Updated through July 1, 2024
Spousal Election of a Life Estate	79	15	Updated through January 1, 2022
Right to an Elective Share	80	16	2012 Edition
Distribution and Renunciation of Interests	81	17	2012 Edition
Acts Barring Property Rights	NEW	18	Updated through January 1, 2022
Settlement and Reopening of an Estate	82	19	Updated through May 1, 2023
Alternatives to Formal Administration	83	20	Updated through January 1, 2022
The Clerk's Depository for Wills for Safekeeping	84	21	Updated through December 1, 2025
Clerk's Administration of Funds Owed to Minors and Incapacitated Adults	88	22	Updated through June 30, 2023
Assignment of an Additional Year's Allowance	120	23	Updated through July 1, 2024
Proceeding Against Unknown Heirs of Decedent Before Distribution	121	24	Updated through May 1, 2023
Sale of Land to Create Assets	123	25	2012 Edition
<b>Trusts</b>			
Overview of Trusts	NEW	26	In production
Trust Proceedings	89	27	2012 Edition
<b>Powers of Attorney</b>			

Overview of Powers of Attorney	NEW	28	In production
Power of Attorney Proceedings	NEW	29	In production

Manual: Special Proceedings: Family			
Chapter Name	Old Chapter #	New Chapter #	Status
Introduction to Special Proceedings	100	1	Updated through June 20, 2023
Adoptions	110	2	2012 Edition
Legitimation Proceedings	140	3	Updated through January 1, 2022
Proceeding to Establish Facts of Birth	141	4	Updated through May 1, 2023
Name Changes	151	5	Updated through February 1, 2024

Manual: Special Proceedings: Real Property and Motor Vehicle			
Chapter Name	Old Chapter #	New Chapter #	Status
Introduction to Special Proceedings	100	1	Updated through June 20, 2023
Foreclosure Under Power of Sale	130	2	2012 Edition
Proceeding to Determine Ownership of Surplus Proceeds from Foreclosure Sale	131	3	2012 Edition
Judicial Sales	43	4	2012 Edition
Partition	163	5	2012 Edition
Motor Vehicle Liens	150	6	2012 Edition
Cartway Proceeding	160	7	2012 Edition
Condemnation by Private Condemnors	161	8	2012 Edition
Establishing and Monitoring a Drainage District	162	9	2012 Edition
Proceeding to Establish Boundary When Deed and Registry Destroyed	164	10	2012 Edition
Proceedings Under the Torrens Act for Land Registration	165	11	2012 Edition
Settlement of Boundaries	166	12	2012 Edition

Manual: Incompetency and Guardianship			
Chapter Name	Old Chapter #	New Chapter #	Status
Incompetency Determinations	85	1	2012 Edition

Guardianship	86	2	2012 Edition
Veterans' Guardianship Act	87	3	2012 Edition
Proceeding by Foreign Guardian to Remove Ward's Property from State	122	4	2012 Edition
Sale, Mortgage, Exchange or Lease of a Ward's Estate	124	5	2012 Edition