



CHECKLIST FOR COMPLAINTS

The following information must be included within a complaint against a CGC certified guardian in order to be considered:

- _____ Verification that the guardian is certified by CGC (www.guardianshipcert.org)
- _____ Your name, address, phone number and email address
- _____ Guardian's name, address, phone number and email address
- _____ NGA Ethical Principle and/or Standard of Practice criteria that has been violated (include the specific number referenced within those two documents). These documents can be found at the NGA website: www.guardianship.org
- _____ Specific facts about how the criteria noted above was violated
- _____ Documentation proving the allegations being made

NOTE: Sometimes less is more! Be succinct and factual in the complaint.