



Topic: Enhancement to eCourts Guardianship Report Review to provide templates for users when following up on issues identified in guardian reports.

Summary: Step by step guidance for locating and utilizing the new templates.

This Guide is for: Internal and external users working in the Follow-Ups tab in Report Review.

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Follow-Ups Tab

The Follow-Ups tab now contains templates to use for specific follow-up actions identified during report review.

To begin a review, click 'Begin'.

New Report Review		Case Review		Follow-Ups			
Search by: + Add/Change Reset All							
Refresh							
« < Page 1 of 14 > »							
Filed Date	County	Docket Number	Report type	Transaction ID	Follow Ups	Status	Attention
+ 5/10/2022	Mercer	MER-2017-1	Annual Report	GMP20221244		Pending Follow-Ups	<div style="display: flex; justify-content: space-between;"> Judge Emergent </div> <div style="text-align: right;">Begin</div>
+ 5/10/2022	Mercer	MER-2017-1	Comprehensive Accounting	GMP20221245		Pending Follow-Ups	<div style="display: flex; justify-content: space-between;"> Judge Emergent </div> <div style="text-align: right;">Begin</div>
+ 6/8/2022	Mercer	22-115	Inventory	GMP20221645		Pending Follow-Ups	<div style="display: flex; justify-content: space-between;"> Judge Emergent </div> <div style="text-align: right;">Begin</div>
+ 10/3/2022	Mercer	MER2017-126	Inventory	GMP20223499		Pending Follow-Ups	<div style="display: flex; justify-content: space-between;"> Judge Emergent </div> <div style="text-align: right;">Begin</div>
+ 11/16/2022	Cumberland	CUM556	Inventory	GMP20233586		Pending Follow-Ups	<div style="display: flex; justify-content: space-between;"> Judge Emergent </div> <div style="text-align: right;">Begin</div>

Templates

The review work area now displays template links for certain **orders** and **letters**.

The *appropriate templates dynamically display* based on the selected follow-up action.

- 1) The review question displays
- 2) Issues identified are listed
- 3) Reviewer comments are provided
- 4) Identified follow-up actions are listed
- 5) New **template links** display under the relevant follow-up action
- 6) When the action is complete, check the 'Close' box

4. Do the income and disbursements appear accurate and consistent with the judgment, other orders, and any prior reports?	Response	Emergent?
	No	Yes
1		
Issue List		
Assets - Schedule A: Real Property		
Summary - Schedule A-EZ: Income		
Summary - Schedule B-EZ: Disbursements		
Comment/Explanation		
Real property owned by IP not included in the report. Expenses related to the real property are still listed as disbursements.		
2		
3		
<div style="border: 1px solid gray; padding: 5px;"> Follow-Up Actions </div>		
<input type="checkbox"/> Close		
<input type="checkbox"/> Letter to Guardian(s) seeking information		
<div style="margin-left: 20px;"> Followup Letter(s) </div>		
<div style="margin-left: 40px;"> Letter Requiring Additional Information </div>		
5		
<input type="checkbox"/> Review for significant financial concerns (judge)		
<div style="margin-left: 20px;"> Followup Letter(s) </div>		
<div style="margin-left: 40px;"> Sua Sponte Order to Show Cause </div>		
<div style="margin-left: 40px;"> Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information </div>		
<div style="margin-left: 40px;"> Letter Requiring Additional Information </div>		

The letters are contained in accordions that can be opened or closed.

Follow-Up Actions

Close

Letter to Guardian(s) seeking information

> Followup Letter(s)

Review for significant financial concerns (judge)

Followup Letter(s)

- Sua Sponte Order to Show Cause
- Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information
- Letter Requiring Additional Information

The templates can be opened, edited, downloaded, and printed to be **mailed or emailed** to the guardians. The system is not sending these templates.

The table shows each follow-up action and the corresponding templates.

Note: some follow-up actions do not require a template.

Follow-Up Action	Document Template
Update case information or status	None
Provide information or assistance to guardians	None
Significant financial concerns	<ul style="list-style-type: none"> • Sua Sponte Order to Show Cause • Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information • Letter Requiring Additional Information
Guardian appointment	<ul style="list-style-type: none"> • Sua Sponte Order to Show Cause • Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information • Letter Requiring Additional Information
Guardianship type	<ul style="list-style-type: none"> • Sua Sponte Order to Show Cause • Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information • Letter Requiring Additional Information
Guardian limitations	<ul style="list-style-type: none"> • Sua Sponte Order to Show Cause • Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information • Letter Requiring Additional Information
Bond	<ul style="list-style-type: none"> • Amended Judgment • Sua Sponte Amended Judgment Cover Letter re Bond
Reporting requirements	<ul style="list-style-type: none"> • Amended Judgment • Sua Sponte Amended Judgment Cover Letter re Reporting
Reporting quality concerns	<ul style="list-style-type: none"> • Sua Sponte Order to Show Cause • Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information • Letter Requiring Additional Information
Letter to Guardian(s) seeking information	<ul style="list-style-type: none"> • Letter Requiring Additional Information
Schedule conference with guardian(s)	<ul style="list-style-type: none"> • Sua Sponte Order to Show Cause • Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information



eCourts Guardianship Follow-Up Templates

	<ul style="list-style-type: none"> Letter Requiring Additional Information
Issue Amended Judgment	<ul style="list-style-type: none"> Amended Judgment Sua Sponte Amended Judgment Cover Letter re Reporting Sua Sponte Amended Judgment Cover Letter re Bond
Issue Order to Show Cause	<ul style="list-style-type: none"> Sua Sponte Order to Show Cause Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information
Referral to Adult Protective Services, County Prosecutor and/or Office of Attorney Ethics	None
Other/General Comments	None

Using the Templates

- Click on the template name link
- Select Open file
- The Word document opens and can be edited

Follow-Up Actions

Close

Letter to Guardian(s) seeking information

- ▼ Followup Letter(s)
 - [Letter Requiring Additional Information](#)

Review for significant financial concerns (judge)

- ▼ Followup Letter(s)
 - [Sua Sponte Order to Show Cause](#)
 - [Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information](#)
 - [Letter Requiring Additional Information](#)

Downloads

Letter Requiring Additi...nal Information (9).doc

[Open file](#)

The following fields are auto populated:

- Vicinage Probate Part Judge header
- Date (on letters)
- Caption/IP Name
- Docket number

The templates can be edited and tailored as needed.

Please remember to upload all letters, orders, and judgments into the Case Jacket.

Letter Requesting Additional Information excerpt:

**SUPERIOR COURT OF NEW JERSEY
CHAMBERS OF HON. STEPHEN B. RUBIN, RET.**
Hunterdon County Justice Center
65 Park Avenue, 3rd Floor
Flemington, NJ - 08822

04/17/2024

VIA REGULAR & CERTIFIED MAIL
<<Guardian Name (First MI Last)>>
<<Address Line 1>>
<<Address Line 2>>
<<City, State, Zip>>

RE: IN THE MATTER OF Harvey Herve, An Adjudged Incapacitated Person
Docket No. 098765

Dear Guardian(s):

The New Jersey Judiciary Guardianship Monitoring Program recently reviewed the guardianship case file for the above-referenced matter, and determined that the following information is needed:

Order to Show Cause excerpt:

BY THE COURT

SUPERIOR COURT OF NEW JERSEY
CHANCERY DIVISION: PROBATE PART
CUMBERLAND, COUNTY

DOCKET NUMBER: 098765

Civil Action

ORDER TO SHOW CAUSE

THIS MATTER being brought before the Court by the New Jersey Judiciary Guardianship Monitoring Program (GMP), and GMP having performed a review of the guardianship case file of Harvey Herve, an adjudicated incapacitated person (“the incapacitated person”);

IT IS on this _____ day of _____, *qua sponte* ORDERED that the