

eCourts Guardianship Updating Guardian Profile to Include Email July 2021

Confidentiality Notice

eCourts Guardianship contains confidential, protected, and/or legally privileged information. As an authorized user, you consent to abide by the *Terms And Conditions of Access To and Participation In New Jersey Judiciary Electronic Applications* and to take reasonable means to secure the confidentiality and integrity of the information contained in the application. Any unauthorized disclosure, copying, distribution, or similar action taken relating to with regard to guardianship case information is strictly prohibited.

Table of Contents

This Quick Reference Guide provides instructions for users for updating the Guardian Profile to include email addresses.

This QRG supports the revised version of the Report of Guardian Cover Page that was introduced in May, 2021.

Contents

Table of Contents	2
Report of Guardian Cover Page.....	3
Guardian Profile Update	4

Report of Guardian Cover Page

The Report of Guardian Cover Page has been updated to include a field for guardians to enter email addresses.

The new form is available on the Guardianship Support page under the 'Guardian Report Forms' section:

<https://njcourts.gov/courts/civil/guardianship.html?lang=eng>

Report of Guardian Cover Page

In the Matter of the Report of
 _____, Guardian(s) for
 _____, an Incapacitated Person.

Superior Court of New Jersey
 Chancery Division - Probate Part
 County of _____
 Docket No. _____

**Civil Action
 Guardian's Report
 for the Period**
 _____ to _____

This report must be filed by every Guardian within fourteen (14) days of the anniversary date of your appointment, which is _____, unless the Judge otherwise specifies. File the original with the Surrogate.

- Guardian's Current Information***


Street address: _____
 City: _____ State: _____ Zip: _____
 Include mailing address, if different
 Mailing address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ ext. _____ **Email Address: _____**

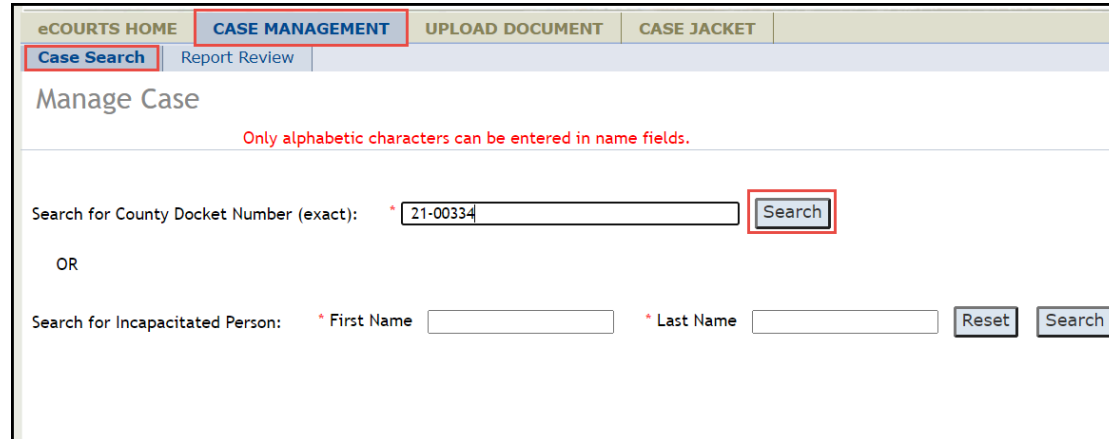
Select one: Guardian of Person Guardian of Estate Guardian of Both Person and Estate
 Guardian's relationship to the Incapacitated Person? _____
 State any changes to the guardian's criminal or civil judgment history, including bankruptcies: _____

*If needed: attach a separate page with additional information, including for any co-guardian(s).
- Incapacitated Person's Current Information: does he/she reside with the guardian?** Yes No
 If No, complete the incapacitated person's residency information below. If Yes, continue to #3.
 A. Incapacitated Person's address: If the incapacitated person lives in a residential facility, include the name of the Director or person responsible for the incapacitated person's care.
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ ext. _____
 Contact Name: _____ Telephone Number: _____ ext. _____
 B. State the average number of visits you or your designee made to the Incapacitated Person during the period: _____
- Identify all Guardianship responsibilities (check all that apply):**
 Manage financial affairs Provide necessities Feed Take on outings
 Provide transportation Housekeeping Bathe Provide continuous care
 Social Security Representative Payee
 List all other responsibilities assumed: _____
- State if you believe the guardianship should continue? State reason: _____ Yes No
- Is there any change to the guardianship estate? If Yes, describe: _____ Yes No
- Are any modifications or adjustments needed in the guardianship? If Yes, describe: _____ Yes No

Guardian Profile Update

Guardian email addresses should be entered into the guardian profile in Case Management:

1. Locate the case in Case Management via the Docket Number or IP Name Search
2. Click on the  to open the guardian profile



eCOURTS HOME **CASE MANAGEMENT** UPLOAD DOCUMENT CASE JACKET

Case Search Report Review

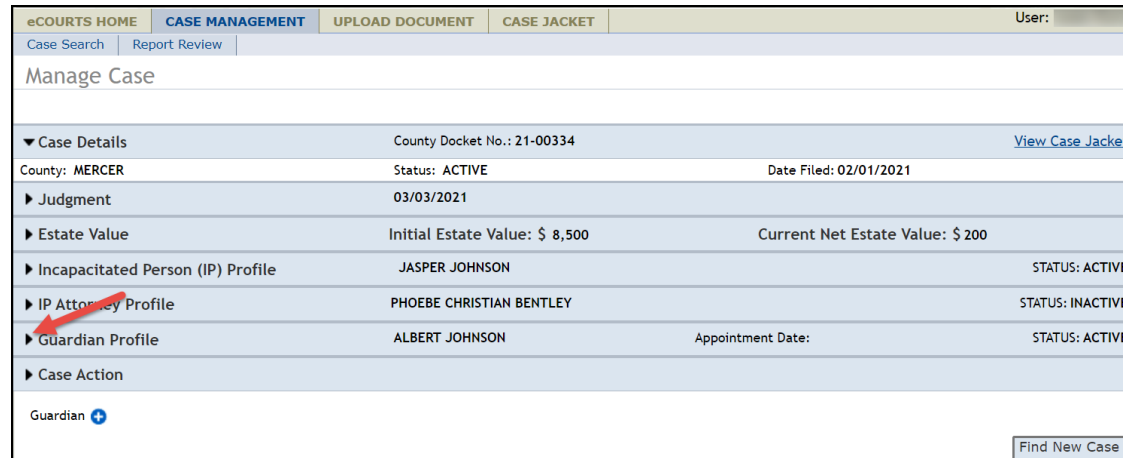
Manage Case

Only alphabetic characters can be entered in name fields.

Search for County Docket Number (exact): *

OR

Search for Incapacitated Person: * First Name * Last Name




eCOURTS HOME **CASE MANAGEMENT** UPLOAD DOCUMENT CASE JACKET User:

Case Search Report Review

Manage Case

▼ Case Details	County Docket No.: 21-00334	View Case Jacket
County: MERCER	Status: ACTIVE	Date Filed: 02/01/2021
▶ Judgment	03/03/2021	
▶ Estate Value	Initial Estate Value: \$ 8,500	Current Net Estate Value: \$ 200
▶ Incapacitated Person (IP) Profile	JASPER JOHNSON	STATUS: ACTIVE
▶ IP Attorney Profile	PHOEBE CHRISTIAN BENTLEY	STATUS: INACTIVE
▶ Guardian Profile	ALBERT JOHNSON	Appointment Date: STATUS: ACTIVE
▶ Case Action		

Guardian 

Inside the guardian profile, add the email address and any other updates needed, and click 'Save'.

A green success message will display at the top of the screen.

The email address will be saved to the guardian profile and all cases the guardian is associated to will be updated.

✔ Updated Guardian successfully

▼ Case Details		County Docket No.: 21-00334	View Case Jacket
County: MERCER	Status: ACTIVE	Date Filed: 02/01/2021	
▶ Judgment		03/03/2021	
▶ Estate Value		Initial Estate Value: \$ 8,500	Current Net Estate Value: \$ 200
▶ Incapacitated Person (IP) Profile		JASPER JOHNSON	STATUS: ACTIVE
▶ IP Attorney Profile		PHOEBE CHRISTIAN BENTLEY	STATUS: INACTIVE
▼ Guardian Profile		ALBERT JOHNSON	Appointment Date: STATUS: ACTIVE

* Party Type: Guardian of Person and Estate Party Action: ACTIVE

* First Name: Albert Middle name: * Last Name: Johnson Suffix:

Alias + Appointment Date:

* New Qualification Required?: (Noticing will occur based on most recent Judgment Date value.)

* Is the Guardian an Attorney?: Yes No

* Address Line 1: Rainy Rd Address Line 2:

* City: Alpha * State: NJ * Zip Code: 33333 ZIP

Phone 1: 2025551212 Phone 2:

Email Address 1: gdn@email.com Email Address 2:

Social Security Number: Date of Birth: Relationship to IP: Parent

Gender: Male

Interpreter Needed?: Yes No

Additional Profile Info:

Cancel
Save