

eCourts Guardianship

Report Review – Final Review Overview June 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.

Contents

Final Review Overview..... 3

Workbasket/home Screen 4

Columns 5

Workbasket Functions:..... 6

Beginning a review 9

Review Screen 10

Performing a Review 14

Review with Identified Issues..... 15

Review with No Issues Identified..... 18

Completion of Final Review 21

Returning a Review to Finance..... 22

Saving as Draft 25

Final Review Overview

This guide is an overview of the Final Review portion of the Report Review.

To begin a report review, open the Case Management tab, then click the Report Review tab.



Judiciary eCourts System - Guardianship Home | Help

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

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

Welcome to eCourts

Announcements

There are no announcements.



Judiciary eCourts System - Guardianship

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

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

Workbasket/home Screen

Final Review user work takes place in the **Case Review** workbasket.

Note: The workbasket is not individualized. All users with the same county access see the same workbasket.

The **New Report Review** workbasket is for volunteers. Final Review users see read-only versions of reviews in this workbasket.

The **Follow-Ups** workbasket is for users working on the follow-up actions selected on reviews containing identified issues.

Final Review users may also work in the Follow-Ups workbasket.

New Report Review Case Review Follow-Ups									
Search by: + Add/Change Reset All									
Refresh Page 1 of 4									
	Filed Date	County	Docket Number	Report type	Current Net Estate Value	Status	Attention		
>	<input type="checkbox"/>	4/23/2020	Mercer	11-2020	Inventory	735,000	Pending Finance Review	Returned	Begin
>	<input type="checkbox"/>	6/4/2021	Mercer	MER-349-39392	Inventory	91,000	Pending Finance Review	Returned	Begin
>	<input type="checkbox"/>	8/17/2018	Mercer	MER-12345	Inventory		Pending Final Review	Returned	Begin
>	<input type="checkbox"/>	11/18/2020	Mercer	P-12377	Comprehensive Accounting	8,000	Pending Final Review	Returned	Begin
>	<input type="checkbox"/>	6/3/2021	Mercer	MER-349-39392	EZ Accounting	91,000	Pending Final Review	Returned	Begin
>	<input type="checkbox"/>	6/3/2021	Mercer	MER 209-1029	EZ Accounting	3,534	Pending Final Review	Returned	Begin
>	<input type="checkbox"/>	6/4/2021	Mercer	MER2017-15	Annual Report	9,000	Pending Final Review	Returned	Begin
>	<input type="checkbox"/>	4/3/2019	Mercer	19-02311	Inventory	89,000	Follow Ups in Progress	Emergent	Review
>	<input type="checkbox"/>	1/1/2019	Mercer	20-456	Inventory	130,000	Pending Final Review		Begin
>	<input type="checkbox"/>	1/24/2019	Mercer	123-19	Annual Report	4,545	Pending Final Review		Begin

Columns:

Filed Date is the date the report was filed with the Surrogate

County: users see cases only from their county/counties

Docket Number – eCourts case docket number

Report Type – report type under review

Current Net Estate Value is the most recent value reported by the guardian through a financial report

Status - current progression of the review within the report review process

Attention denotes when a review is **Emergent** (needs judge review asap) and when a review has been **Returned** by a judge or other user for **re-review** by Finance

Filed Date ↕	County ↕	Docket Number ↕	Report type ↕	Current Net Estate Value ↕	Status ↕	Attention
--------------	----------	-----------------	---------------	----------------------------	----------	-----------


Workbasket default sort order:


- Returned
- Emergent
- By Filed Date

6/3/2021	Mercer	MER 209-1029	EZ Accounting	3,534	Pending Finance Review	Returned	Begin
6/4/2021	Mercer	MER2017-15	Annual Report	9,000	Pending Finance Review	Returned	Begin
4/3/2019	Mercer	19-02311	Inventory	89,000	Follow Ups in Progress	Emergent	Review
1/1/2019	Mercer	20-456	Inventory	130,000	Pending Final Review		Begin
1/24/2019	Mercer	123-19	Annual Report	4,545	Pending Final Review		Begin

Note: If an issue was identified as Emergent at the immediately preceding level of review the red Emergent token displays in the Attention column on the workbasket.


Workbasket Functions:

Clicking the  Home icon returns the user to the workbasket.

 Help displays a PDF containing user FAQs and helpful information.

Reporting is used primarily by AOC Civil Practice and Program Coordinators.


Recents is a user specific list of reviews recently opened.



-  Home
-  Help
-  Reporting

Recents [See all](#)

- Comprehensive Accounting Report
MER 209-1029
- Annual Report
MER 209-1029
- Annual Report
1234
- Inventory Report
MER 209-1029
- EZ Accounting Report
19-02311

Reporting		Title	Docket Number	Opened
Recents	See all	Inventory Report	11-2020	3 minutes ago
Inventory Report 11-2020		Inventory Report	MER-349-39392	12 minutes ago
Inventory Report MER-349-39392		Inventory Report	20-00999	25 minutes ago
		Comprehensive Accounting Report	MER 209-1029	3 days ago

Filtering the workbasket

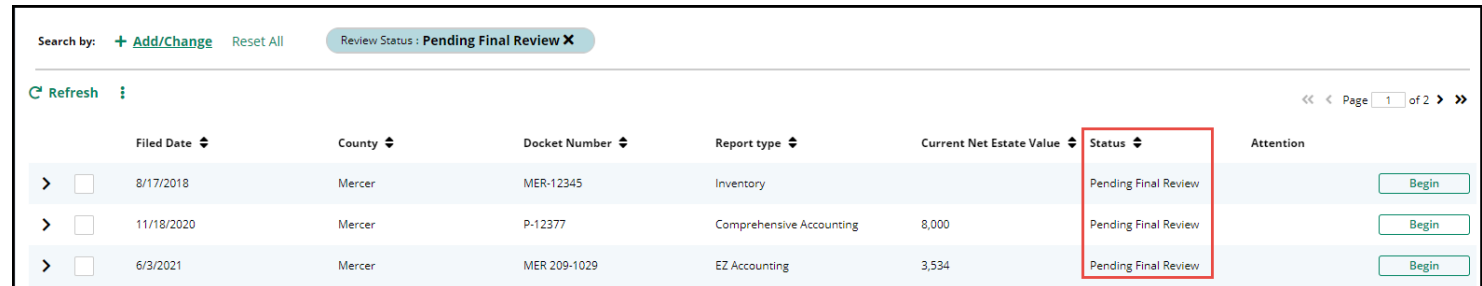
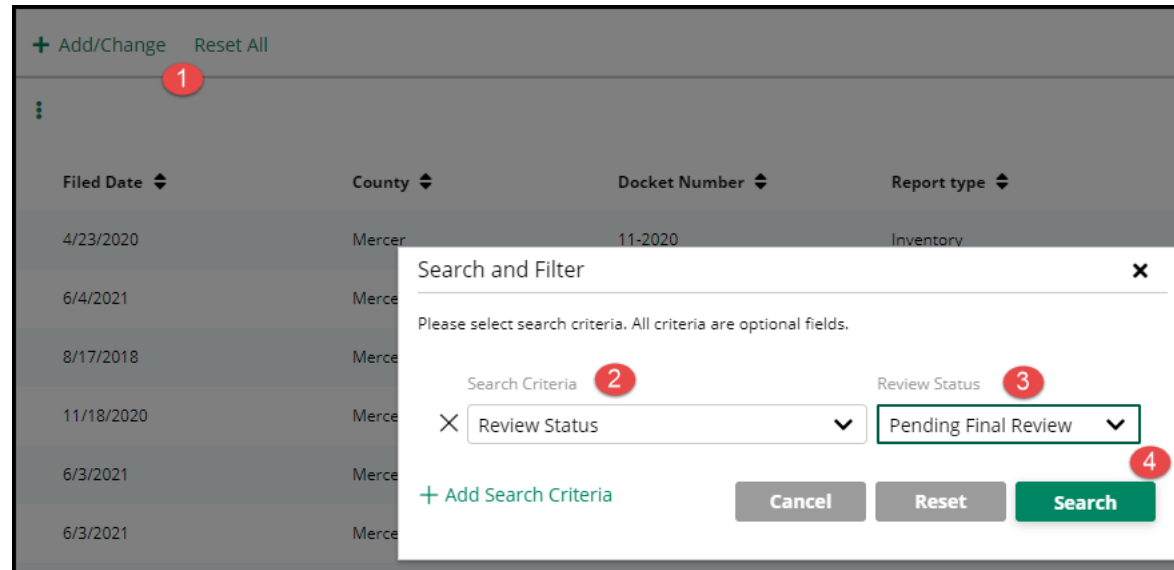
Clicking **+ Add/Change** allows users to search and filter the workbasket.

To display only reviews in a Final Review status:

- 1) Click 'Add/Change'
- 2) Select the 'Review Status' search criteria
- 3) Select 'Pending Final Review' **or** 'Final Review Draft'
- 4) Click Search

Only the cases for in the selected status will display.

Note: You may add more than one search criteria by clicking +Add Search Criteria.



Searching the workbook
for a specific case.

To search by a specific docket number or transaction ID click

[+ Add/Change](#) then choose the required criteria and enter the desired value and click 'Search'.

To clear the filter, click 'Reset All'.

Search and Filter ✕

Please select search criteria. All criteria are optional fields.

Search Criteria

✕ Docket Number ▼

Docket Number

[+ Add Search Criteria](#)

Cancel

Reset

Search

Search by: [+ Add/Change](#) [Reset All](#) Docket Number : 17-110 ✕

[Refresh](#) ⋮

	Filed Date	County	Docket Number	Report type	Current Net Estate Value	Status	Attention
>	3/16/2020	Mercer	17-110	Inventory	45,454	Pending Final Review	Begin

Beginning a review

Once you have filtered or searched for the report you would like to review, use the **'Begin'** action button to start a review that is in 'Pending Final Review' status.

If a review was previously begun, but saved prior to completion, the review status will be 'Final Review Draft' and the action button is **'Continue'**.

Click on 'Begin' or 'Continue' to open a review.

Status	Attention
Pending Final Review	<input type="button" value="Begin"/>

Status	Attention
Final Review Draft	<input type="button" value="Continue"/>

Review Screen

Once 'Begin' or 'Continue' has been selected, the review will open in a new tab.

Each review has 3 sections:

- Case Information
- Performance area
- Audit section

Case Information Section

- 1) Basic case information
- 2) Link to the Case Jacket
- 3) Link to the report under review

Note: The Home or workbasket screen remains available in a separate tab



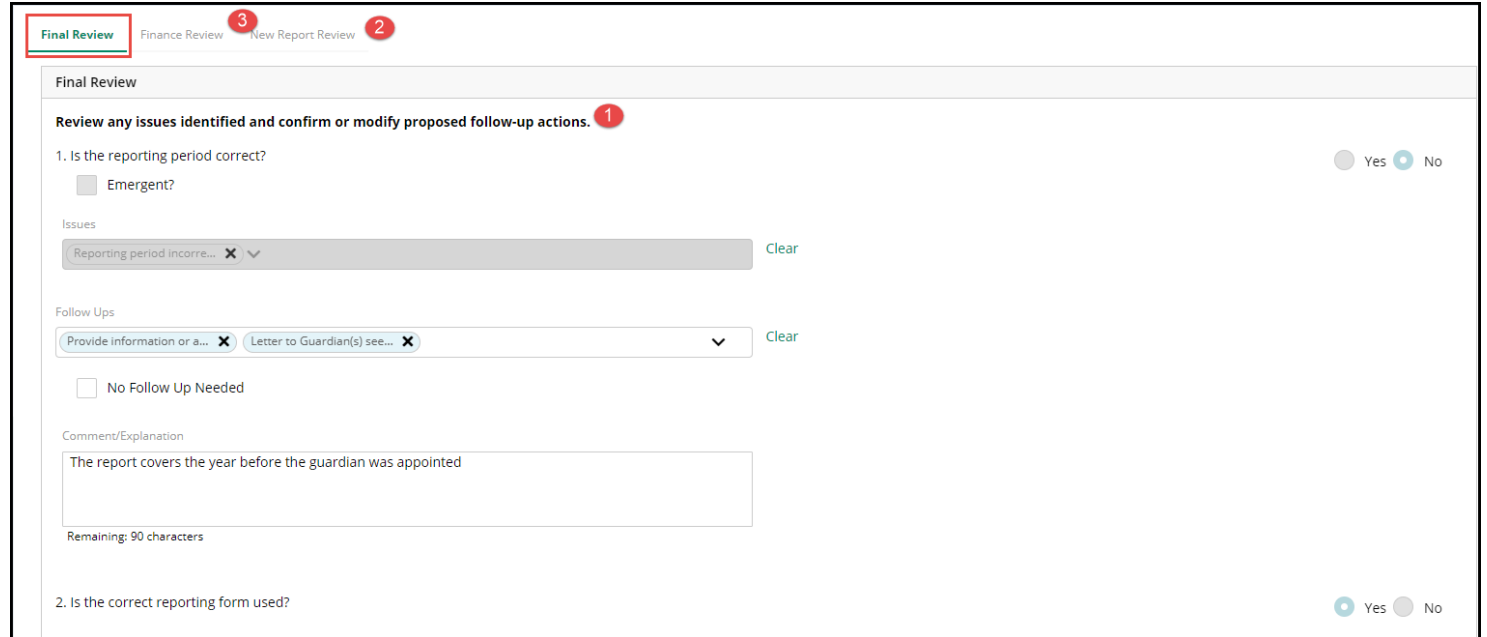
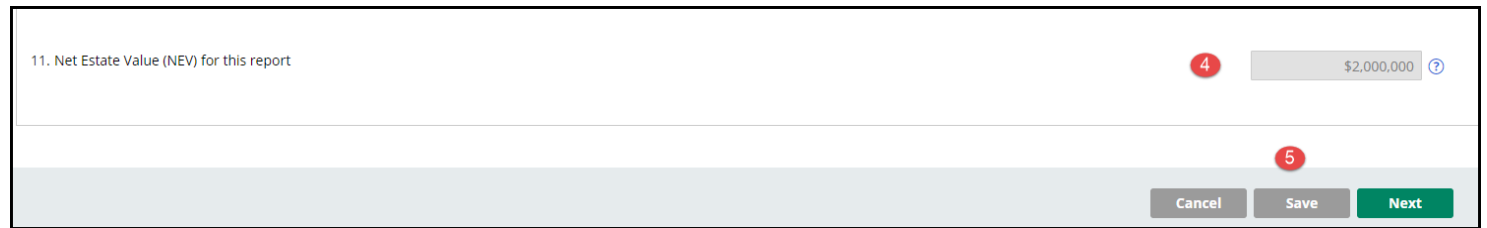
The screenshot shows a web interface for 'Report Review'. At the top, there are navigation tabs for 'Home' and 'Inventory' (with a close button 'x'). Below the tabs, the title 'Report Review' is displayed. The main content area is divided into two sections:

- Case Information** (marked with a red circle '1'): This section contains a table with the following data:

Docket Number	IP Name	Report type	Status
21-0044	Claudia Johnson	Inventory	Pending Final Review
Judgment Date	Filed Date	Initial Estate Value	Current Net Estate Value
03/02/2021	03/02/2021	\$2,000,000	\$2,500,000
Bond Amount	Transaction ID		
\$1,000,000	GMP20212868		
- Quick Links** (marked with a red circle '3'): This section contains a link labeled 'Case Jacket' (marked with a red circle '2') and 'Inventory'.

Performance Area

- 1) **Follow-Up action review** – each proposed Follow-Up action is reviewed and updated if necessary
- 2) **New Report Review Tab** displays read-only results from New Report Review (volunteer level review)
- 3) **Finance Review Tab** displays read-only results from Finance Review, if any (some reviews may come directly from New Report Review)
- 4) **Net Estate Value** field for the report under review
- 5) **Cancel, Save and Next** buttons
 - a. **Cancel** closes the review
 - b. **Save** – saves review in progress
 - c. **Next** advances the review

Read-only Results Tabs - Additional Information

The New Report Review and Finance Review tabs in the performance area contain read-only views of the results of the prior levels of review (volunteer and Finance).

The read-only results can also be viewed in the Case Jacket.

Final Review Finance Review **New Report Review**

New Report Review

1. Is the reporting period correct? No


Emergent?
No

Issue List	Comment/Explanation
Reporting period incorrect/gap	Does not cover a full 12 months

2. Is the correct reporting form used? Yes

3. Does the report contain all required information? Yes

4. Is the information reported consistent with the income/assets/liabilities/encumbrances reported in the Certification of Assets? Yes

03/02/2021			Report Review - New Report Review RE: Inventory [GMP20212868]	GMP20212875	06/10/2021	susan.flynn
03/02/2021			Report Review - Finance Review RE: Inventory [GMP20212868]	GMP20212876	06/10/2021	susan.flynn

Audit Section

Contains a list of all case actions.

The **Draft Notes** tab contains notes entered when a review has been saved as a draft and notes entered if a review was returned to Finance for re-review.

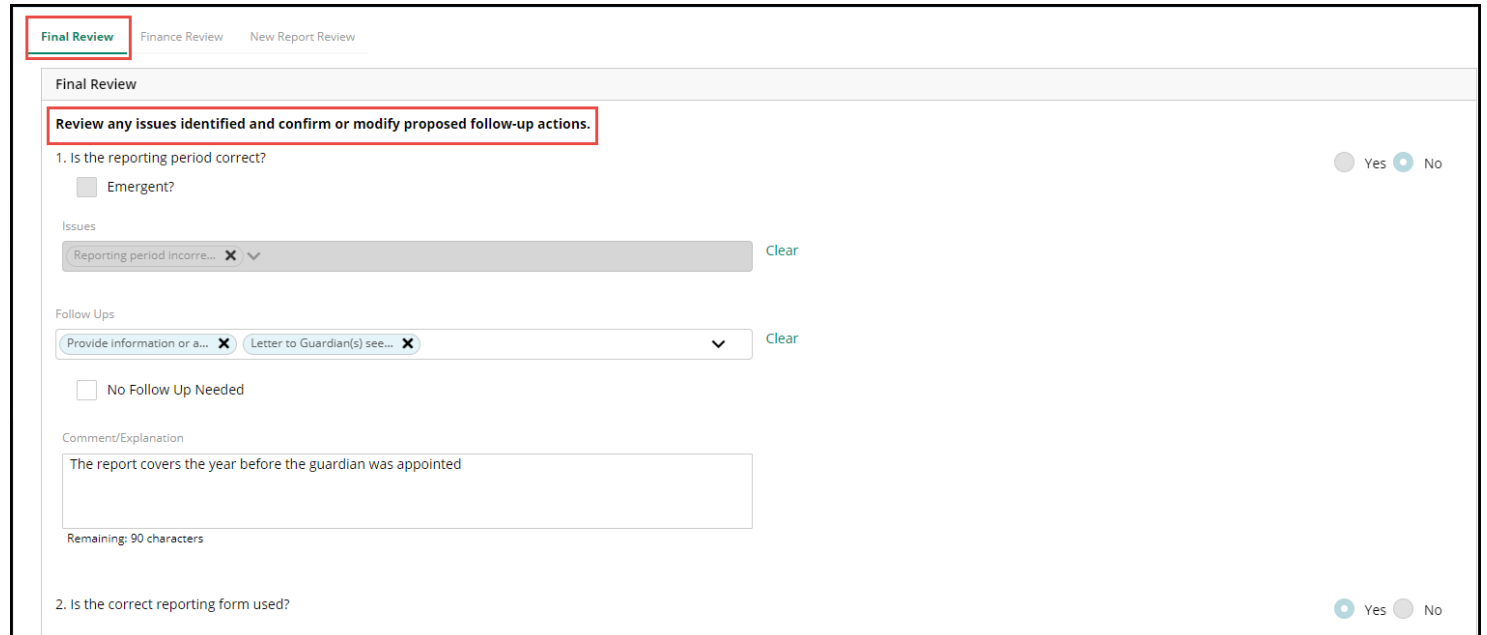
Audit		Draft Notes
Time	Description	Performed by
06/10/2021 03:36 PM	Review Status changed to Pending Final Review.	susan.flynn
06/10/2021 03:36 PM	Finance Review complete and sent to Final Review.	susan.flynn
06/10/2021 03:31 PM	New Report Review complete and sent to Finance Review.	susan.flynn
06/10/2021 03:31 PM	Review Status changed to Pending Financial Review.	susan.flynn
06/10/2021 09:10 AM	'CurrentNEV' updated from '2000000' to '2500000'.	susan.flynn
06/10/2021 09:10 AM	Review Status changed to New Report.	susan.flynn
06/10/2021 09:10 AM	New Report Review Created.	susan.flynn

Performing a Review

Final Review users *examine* the report and the prior level review results in order to:

- Confirm or select follow-up actions selected; or
- Close a review that has no issues; or
- Return reviews to Finance if there are unaddressed issues in the report under review

NOTE: Final Reviewers **do not** select or change issues.



The screenshot shows the 'Final Review' interface. At the top, there are tabs for 'Final Review', 'Finance Review', and 'New Report Review'. The 'Final Review' tab is active. Below the tabs, the title 'Final Review' is displayed. A red box highlights the instruction: 'Review any issues identified and confirm or modify proposed follow-up actions.' Below this, the first question is '1. Is the reporting period correct?' with radio buttons for 'Yes' and 'No', where 'No' is selected. There is an 'Emergent?' checkbox which is unchecked. Under the 'Issues' section, there is a dropdown menu with the text 'Reporting period incorre...' and a 'Clear' button. Under the 'Follow Ups' section, there is a dropdown menu with the text 'Provide information or a...' and 'Letter to Guardian(s) see...' and a 'Clear' button. There is also an unchecked checkbox for 'No Follow Up Needed'. Below this is a 'Comment/Explanation' text area containing the text 'The report covers the year before the guardian was appointed' and a character count 'Remaining: 90 characters'. The second question is '2. Is the correct reporting form used?' with radio buttons for 'Yes' and 'No', where 'Yes' is selected.

Review with Identified Issues

- 1) Review each Yes/No question and answer (no changes can be made)
- 2) Review the follow-up(s) selected
- 3) Confirm the selected follow-up(s) by taking no action **OR**
- 4) Select one or more additional/new follow-ups from the dropdown list **OR** check No Follow Up Needed (if No Follow Up Needed is selected for all issues, the review is completed)
- 5) The comments can be updated, or new comments can be added, up to 150 characters. Comments are required.

Review any issues identified and confirm or modify proposed follow-up actions.

1. Is the reporting period correct? 1

Emergent?

Issues

Reporting period incorre... x v Clear

Follow Ups 2

Provide information or a... x Letter to Guardian(s) see... x v Clear

Follow Ups

Select Follow Up(s) v Clear 4

- Update case information or status
- Provide information or assistance to guardian(s)
- Significant financial concerns - Judge Review Required
- Guardian appointment - Judge Review Required
- Guardianship type - Judge Review Required
- Guardian limitations - Judge Review Required
- Bond - Judge Review Required
- Reporting requirements - Judge Review Required
- Reporting quality concerns - Judge Review Required
- Letter to Guardian(s) seeking information
- Schedule conference with guardian(s)
- Referral to Adult Protective Services, County Prosecutor, and/or Office of Attorney Ethics
- Issue Order to Show Cause
- Other/General Comments

rted in the Cert

No Follow Up Needed

Comment/Explanation 5

The report covers the year before the guardian was appointed

Remaining: 90 characters

Follow-Ups

The follow-ups at right require review by a judge.

During **Finance Review**, selection of any of these follow-ups will route the review to Judge Review.

When a **Final Review** user selects follow-up actions requiring judge review, the review routes to **Pending Follow-Ups status** where a judge or judge delegate user will address the follow-up(s).

Significant financial concerns - Judge Review Required
Guardian appointment - Judge Review Required
Guardianship type - Judge Review Required
Guardian limitations - Judge Review Required
Bond - Judge Review Required
Reporting requirements - Judge Review Required
Reporting quality concerns - Judge Review Required

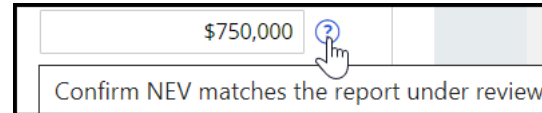
Schedule conference with guardian(s)
Issue amended judgment
Issue Order to Show Cause
Referral to Adult Protective Services, County Prosecutor, and/or Office of Attorney Ethics

Net Estate Value

For all reviews, the Net Estate Value (NEV) field should be reviewed. The NEV field should be the figure provided by the guardian in the report under review.

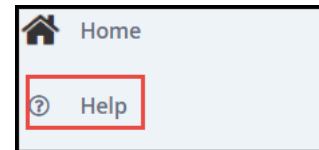
If the figure in this field is incorrect, the review should be returned to Finance. Final Review users cannot update this field.

Note: The Help section contains information explaining how to determine what the NEV is for each type of report.



\$750,000 ?

Confirm NEV matches the report under review



Review with No Issues Identified

If no issues have been identified, no dropdowns for issues or follow-ups display in the performance area.

Final Reviewers will either:

- **Return** such reviews to Finance for re-review if the report contains an issue that should be addressed; or
- Click **'Next'** and then **'Submit'** to **complete** the review.

Final Review

Review any issues identified and confirm or modify proposed follow-up actions.

1. Is the reporting period correct? Yes No
2. Is the correct reporting form used? Yes No
3. Does the report contain all required information? Yes No
4. Is the information reported consistent with the income/assets/liabilities/encumbrances reported in the Certification of Assets? Yes No
5. Do the liabilities/encumbrances match the IP's condition and residential arrangement? Yes No
6. Based on the current estate value, is the bond amount appropriate? Yes No
7. Based on the current estate value and the guardian's relationship with the IP, are the guardian reporting requirements appropriate? Yes No
8. Based on this report, should the guardian's appointment be reviewed? Yes No
9. Are there other areas of concern? Yes No
10. Are there mathematical errors in the report? Yes No
11. Net Estate Value (NEV) for this report ?

Review Submitted.

Case Information			
Docket Number	IP Name	Report type	Status
11-2020	Delia Dawn	Inventory	Resolved-Completed
Judgment Date	Filed Date	Initial Estate Value	Current Net Estate Value
03/19/2020	04/23/2020	\$750,000	\$735,000
Bond Amount	Transaction ID		
---	GMP20212842		

Case Jacket has been updated with a report summary, transaction ID GMP20212978

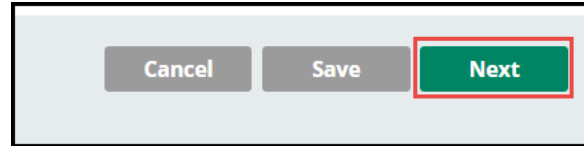
Close

If a review does not need to be returned to Finance, complete the review:

- Review all the Yes/No questions
- Select or confirm follow-up(s), **OR**
- Check the 'No Follow Up Needed' box
- Review/confirm the NEV

If you are satisfied that the review is ready to proceed to the next level of review, click '**Next**'.

A read-only review screen displays.



Final Review Finance Review New Report Review

Final Review

Please review and confirm responses below before final submission.

1. Is the reporting period correct? No

Emergent? No

Issue List	Comment/Explanation
Reporting period incorrect/gap	The report covers the year before the guardian was appointed
Follow Up List	
Provide information or assistance to guardian(s)	
Letter to Guardian(s) seeking information	

2. Is the correct reporting form used? Yes

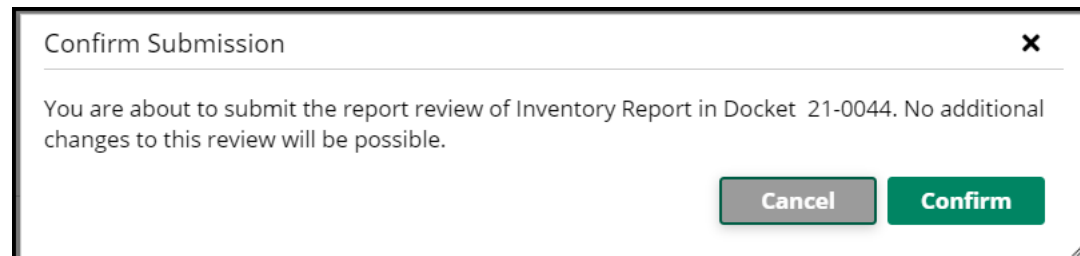
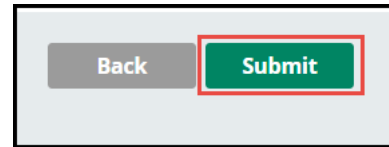
Clicking '**Back**' returns the user to the performance screen to make changes.

When satisfied with the review, click '**Submit**'.

A pop-up confirmation displays. Click '**Confirm**' to submit the review.

'**Cancel**' returns the user to the read-only screen.

Completed reviews do not display on the workbasket and no additional changes can be made once the review is submitted.



Completion of Final Review

- 1) A confirmation displays showing that the review has progressed to the next level of review
- 2) The Case Jacket contains a PDF summary of the Finance Review
- 3) Clicking 'Close' returns the user to the workbasket

Reviews in Pending Follow-Ups Status move to the Follow-Ups workbasket.

Note: The action button will be 'Review' or 'Begin' depending on the access of the user.

Reminder: if a review had no issues, Final Review is the last stage of review. Fully completed reviews do not remain on the workbasket.

Review Submitted. 1
✕

Case Information			
Docket Number	IP Name	Report type	Status
21-0044	Claudia Johnson	Inventory	Pending Follow-Ups
Judgment Date	Filed Date	Initial Estate Value	Current Net Estate Value
03/02/2021	03/02/2021	\$2,000,000	\$2,500,000
Bond Amount	Transaction ID		
\$1,000,000	GMP20212868		

Case Jacket has been updated with a report summary, transaction ID GMP20212936 2
3

Close

04/23/2020	📎	Report Review - Final Review RE: Inventory [GMP20212842]	GMP20212978	06/14/2021	GMSTEST4
------------	---	--	-------------	------------	----------

New Report Review
Case Review
Follow-Ups

Search by:
+ Add/Change
Reset All
First Name: claudia - Last Name: johnson ✕

↻ Refresh
⋮

	Filed Date	County	Docket Number	Report type	Current Net Estate Value	Status	Attention
>	3/2/2021	Mercer	21-0044	Inventory	2,500,000	Pending Follow-Ups	Review

Returning a Review to Finance

Final Review users and Judge Review users can return a review to Finance.

Return a review to Finance if a review of the report indicates that:

- An issue exists that was not identified, OR
- The Net Estate Value (NEV) is incorrect, OR
- There is some other reason the review needs to be sent to Finance

Report Review

Actions >
Refresh
Send To Finance

Case Information			
Docket Number	IP Name	Report type	Status
17-110	Aaron2 Burr3	Inventory	Pending Final Review
Judgment Date	Filed Date	Initial Estate Value	Current Net Estate Value
09/19/2017	03/16/2020	\$52,000	\$45,454
Bond Amount	Transaction ID		
\$1,986	GMP2020885		
Quick Links			
Case Jacket Inventory			

Returning a review:

- 1) Click **'Actions'** and select Send to Finance
- 2) Select the reason for return
- 3) Enter comments
- 4) Click **Submit**

To return to the performance area (i.e., if you do not want to return the review to Finance):

- Click **'Actions'**
- Select **Return to Review**

Report Review

Actions >
Refresh
Send To Finance

Case Information			
Docket Number	IP Name	Report type	Status
17-110	Aaron2 Burr3	Inventory	Pending Final Review
Judgment Date	Filed Date	Initial Estate Value	Current Net Estate Value
09/19/2017	03/16/2020	\$52,000	\$45,454
Bond Amount	Transaction ID		
\$1,986	GMP2020885		

Quick Links
Case Jacket | Inventory

Send to Finance

Reason *

Correct/Update Estate Value Reset

Select
 Correct/Update Estate Value
 Re-examine Report
 Other

Comments *

The NEV should be updated to match the NEV on the Inventory Report

Remaining: 434 characters

Cancel Submit

Report Review

Actions >
Refresh
Return to Review

Case Information			
Docket Number	IP Name	Report type	Status
17-110	Aaron2 Burr3	Inventory	Pending Final Review
Judgment Date	Filed Date	Initial Estate Value	Current Net Estate Value
09/19/2017	03/16/2020	\$52,000	\$45,454
Bond Amount	Transaction ID		
\$1,986	GMP2020885		

Quick Links
Case Jacket | Inventory

Send to Finance

A returned review will display a **Returned** token in the Attention column.

- The status is Pending Finance Review
- Finance will complete the review
- The review will be routed to Final Review or Judge Review, depending on the follow-up(s) selected

The reason for return displays in **Audit**

Draft Notes displays the comments left by the Final Review or Judge Review user who returned the review to Finance.

New Report Review **Case Review** Follow-Ups

Search by: [+ Add/Change](#) [Reset All](#) Review Status: **Pending Finance Review X**

[Refresh](#) [⋮](#)

	Filed Date	County	Docket Number	Report type	Current Net Estate Value	Status	Attention
> <input type="checkbox"/>	4/23/2020	Mercer	11-2020	Inventory	735,000	Pending Finance Review	Returned Begin
> <input type="checkbox"/>	2/5/2020	Mercer	20-00999	EZ Accounting	12,000,000	Pending Finance Review	Begin
> <input type="checkbox"/>	6/4/2021	Mercer	MER-349-39392	Inventory	8,900	Pending Finance Review	Returned Begin
> <input type="checkbox"/>	6/4/2021	Mercer	MER-349-39392	Comprehensive Accounting	8,900	Pending Finance Review	Returned Begin

Audit [Draft Notes](#)

Time	Description	Performed by
06/07/2021 02:01 PM	Review returned from Judge Review to Finance review as Re-examine Report	susan.flynn
06/07/2021 01:36 PM	Review Status changed to Pending Judge Review.	GMSTEST3

Audit: **Draft Notes**

Time	Description	Performed By
06/07/2021 02:01 PM	Returned Review Notes : Some issues were missed relating to the IP's pension. Needs further review.	susan.flynn

Saving as Draft

To save a review in progress:

- 1) Click 'Save'
- 2) Enter comments in 'Add Draft Notes'
- 3) Click 'Add'
- 4) The review status will be 'Final Review Draft'

When the review is opened again:

- 5) The **Audit** section shows which user saved the review as a draft and when; and
- 6) The **Draft Notes** tab displays the comments entered when the review was saved.

Reviews can be saved as a draft multiple times.

14. Net Estate Value (NEV) for this report \$56,000 ?

Cancel Save Next

Add Draft Note x

Will complete the review by 7/6/2021

Remaining: 113 characters

Cancel Add

Filed Date	County	Docket Number	Report type	Current Net Estate Value	Status	Attention
2/16/2021	Mercer	20-00999	EZ Accounting	56,000	Final Review Draft	Continue

Audit		Draft Notes	
Time	Description	Performed by	
06/14/2021 01:31 PM	Report Review saved as draft.	GMSTEST4	
06/14/2021 01:31 PM	Review Status changed to Final Review Draft.	GMSTEST4	

Audit		Draft Notes 6	
Time	Description	Performed By	
06/14/2021 01:31 PM	Final Review Draft: Will complete the review by 7/6/2021	GMSTEST4	