

# eCourts Guardianship

## Upload Document Overview October 2020

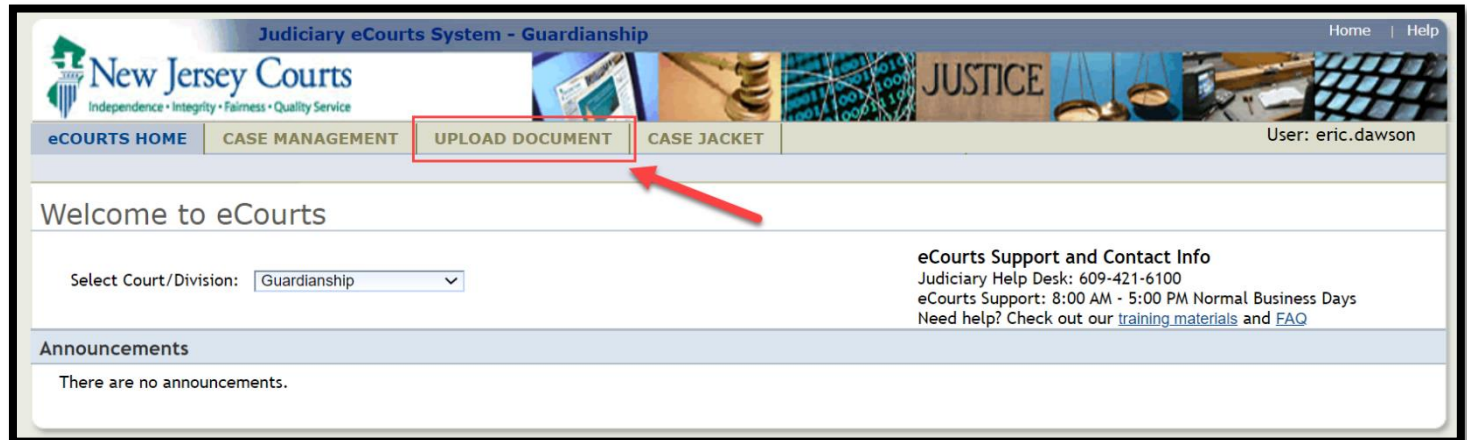
### **Confidentiality Notice**

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.

After logging into the Judiciary Portal select eCourts.


Ensure Guardianship is selected as the Court/Division.

Click on the Upload Document tab to proceed.



Judiciary eCourts System - Guardianship

Home | Help

 **New Jersey Courts**  
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eCOURTS HOME CASE MANAGEMENT **UPLOAD DOCUMENT** CASE JACKET User: eric.dawson

Welcome to eCourts

Select Court/Division:

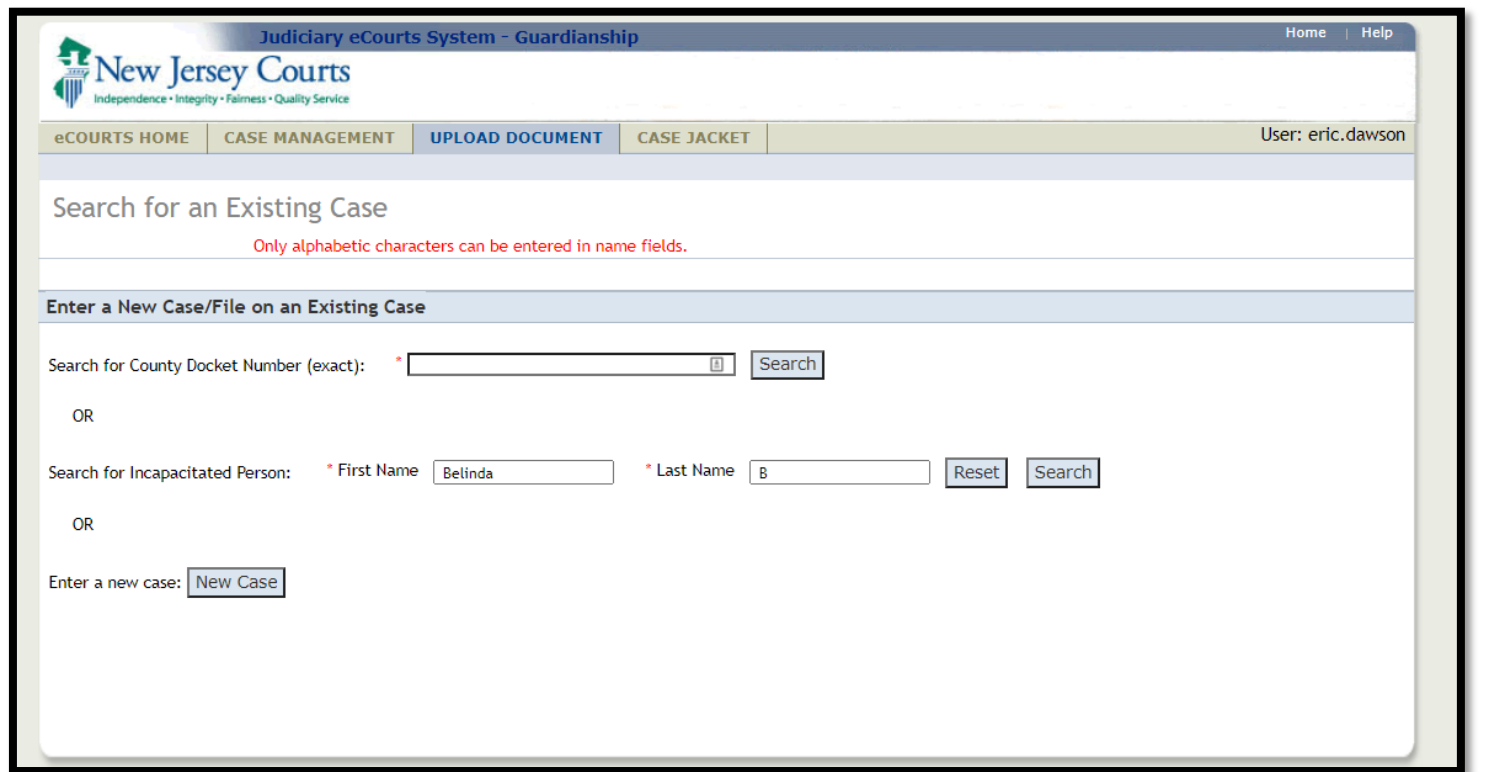
**eCourts Support and Contact Info**  
Judiciary Help Desk: 609-421-6100  
eCourts Support: 8:00 AM - 5:00 PM Normal Business Days  
Need help? Check out our [training materials](#) and [FAQ](#)

**Announcements**  
There are no announcements.

There are three methods to select the case for which you would like to upload documents:

1. Search for an existing case by docket number.
2. Search by name of the Incapacitated Person.
3. Enter a new case.  
*(please see QRG on Case Creation for additional information on this option).*

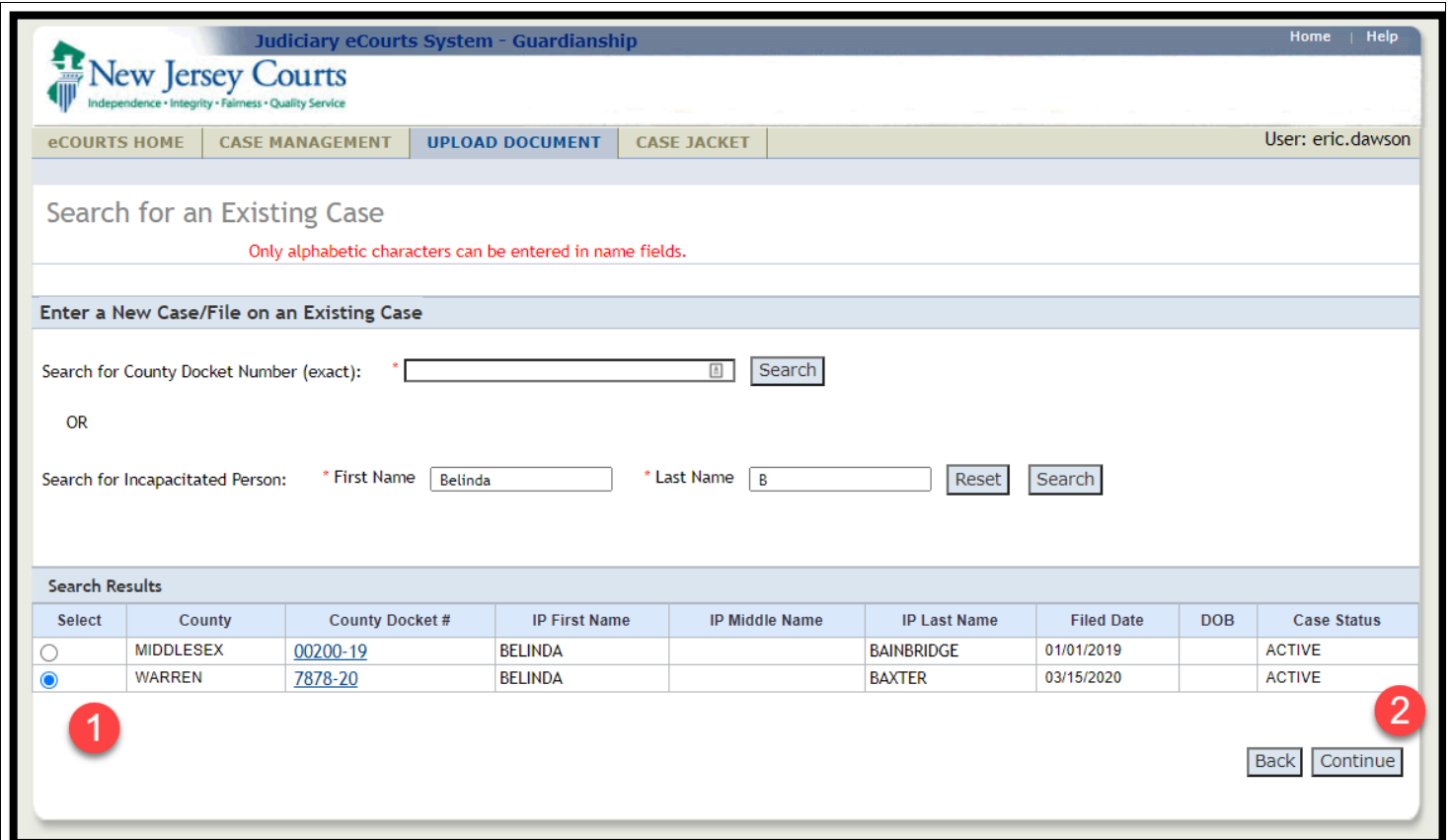
After entering a docket or name click **Search**.



The screenshot displays the 'Judiciary eCourts System - Guardianship' interface. At the top, there is a navigation bar with 'Home' and 'Help' links. Below this is a header with the 'New Jersey Courts' logo and tagline. A menu bar contains 'eCOURTS HOME', 'CASE MANAGEMENT', 'UPLOAD DOCUMENT' (highlighted), and 'CASE JACKET'. The user is identified as 'eric.dawson'. The main content area is titled 'Search for an Existing Case' and includes a red warning: 'Only alphabetic characters can be entered in name fields.' Below this, there is a section 'Enter a New Case/File on an Existing Case' with three search options: 1. 'Search for County Docket Number (exact):' with an input field and a 'Search' button. 2. 'OR' 3. 'Search for Incapacitated Person:' with 'First Name' (input: 'Belinda') and 'Last Name' (input: 'B') fields, and 'Reset' and 'Search' buttons. 4. 'OR' 5. 'Enter a new case:' with a 'New Case' button.

If your search returns more than one result:

1. Select the case.
2. Click .

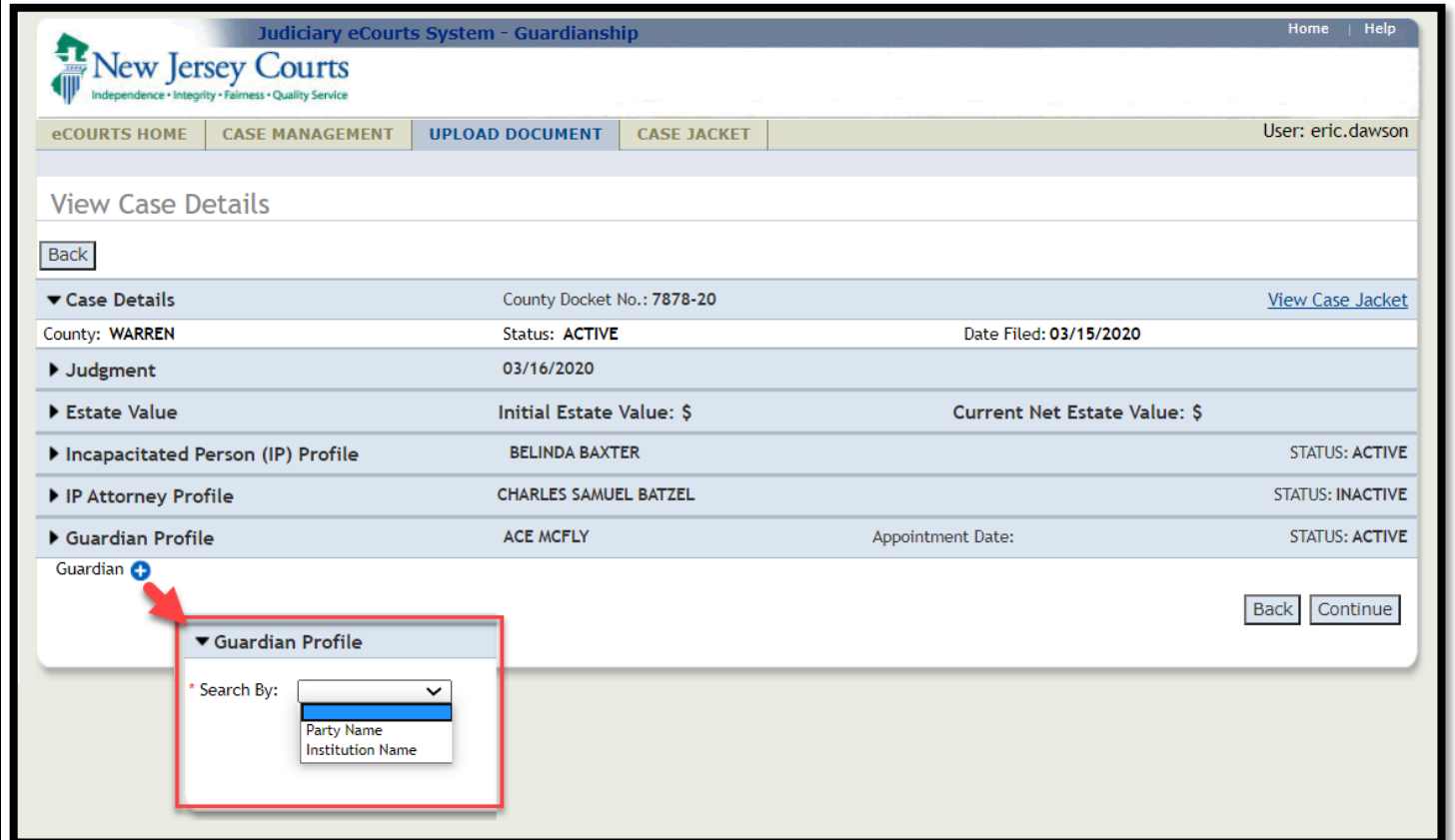


The screenshot shows the 'Judiciary eCourts System - Guardianship' interface. At the top, there is a navigation bar with 'eCOURTS HOME', 'CASE MANAGEMENT', 'UPLOAD DOCUMENT', and 'CASE JACKET'. The user is logged in as 'eric.dawson'. The main section is titled 'Search for an Existing Case' with a note: 'Only alphabetic characters can be entered in name fields.' Below this is a section 'Enter a New Case/File on an Existing Case' with two search options: 'Search for County Docket Number (exact):' and 'Search for Incapacitated Person:'. The second search option has 'First Name' set to 'Belinda' and 'Last Name' set to 'B'. The 'Search Results' table is shown below with two entries. A red circle with the number '1' is placed over the first row, and another red circle with the number '2' is placed over the 'Continue' button at the bottom right of the results area.

Select	County	County Docket #	IP First Name	IP Middle Name	IP Last Name	Filed Date	DOB	Case Status
<input type="radio"/>	MIDDLESEX	<a href="#">00200-19</a>	BELINDA		BAINBRIDGE	01/01/2019		ACTIVE
<input checked="" type="radio"/>	WARREN	<a href="#">7878-20</a>	BELINDA		BAXTER	03/15/2020		ACTIVE

View Case Details will display.  
Confirm you have selected the correct case.

- If you are uploading qualifications for a guardian not currently listed on the case, use **+** to begin the process of adding a guardian to the case.
- Otherwise click .



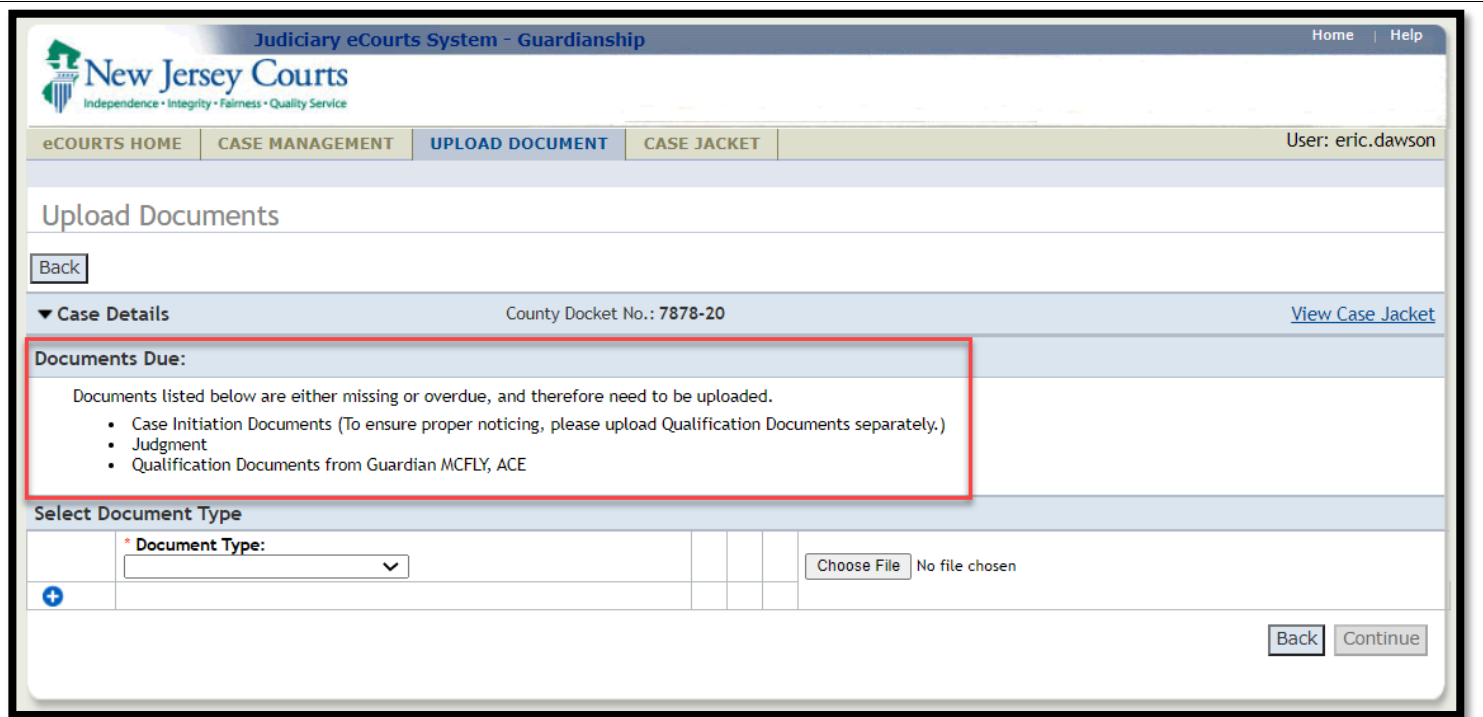
The screenshot shows the 'View Case Details' page in the Judiciary eCourts System. The page header includes the New Jersey Courts logo and navigation tabs: eCOURTS HOME, CASE MANAGEMENT, UPLOAD DOCUMENT, and CASE JACKET. The user is identified as 'eric.dawson'. The case details are as follows:

County: WARREN	Status: ACTIVE	Date Filed: 03/15/2020
County Docket No.: 7878-20	<a href="#">View Case Jacket</a>	
Judgment	03/16/2020	
Estate Value	Initial Estate Value: \$	Current Net Estate Value: \$
Incapacitated Person (IP) Profile	BELINDA BAXTER	STATUS: ACTIVE
IP Attorney Profile	CHARLES SAMUEL BATZEL	STATUS: INACTIVE
Guardian Profile	ACE MCFLY	Appointment Date: STATUS: ACTIVE

At the bottom, there is a 'Guardian +' button with a red arrow pointing to a dropdown menu. The dropdown menu is titled 'Guardian Profile' and has a search field labeled '\* Search By:' with a dropdown arrow. The menu options are 'Party Name' and 'Institution Name'.

Upload Documents screen will display and if any documents are outstanding, they will be listed under Documents Due.

**NOTE: For most cases, it is necessary to upload Case Initiation Documents before uploading another document type.**



Judiciary eCourts System - Guardianship Home | Help

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eCOURTS HOME CASE MANAGEMENT **UPLOAD DOCUMENT** CASE JACKET User: eric.dawson

## Upload Documents

[Back](#)

▼ Case Details County Docket No.: 7878-20 [View Case Jacket](#)

**Documents Due:**

Documents listed below are either missing or overdue, and therefore need to be uploaded.

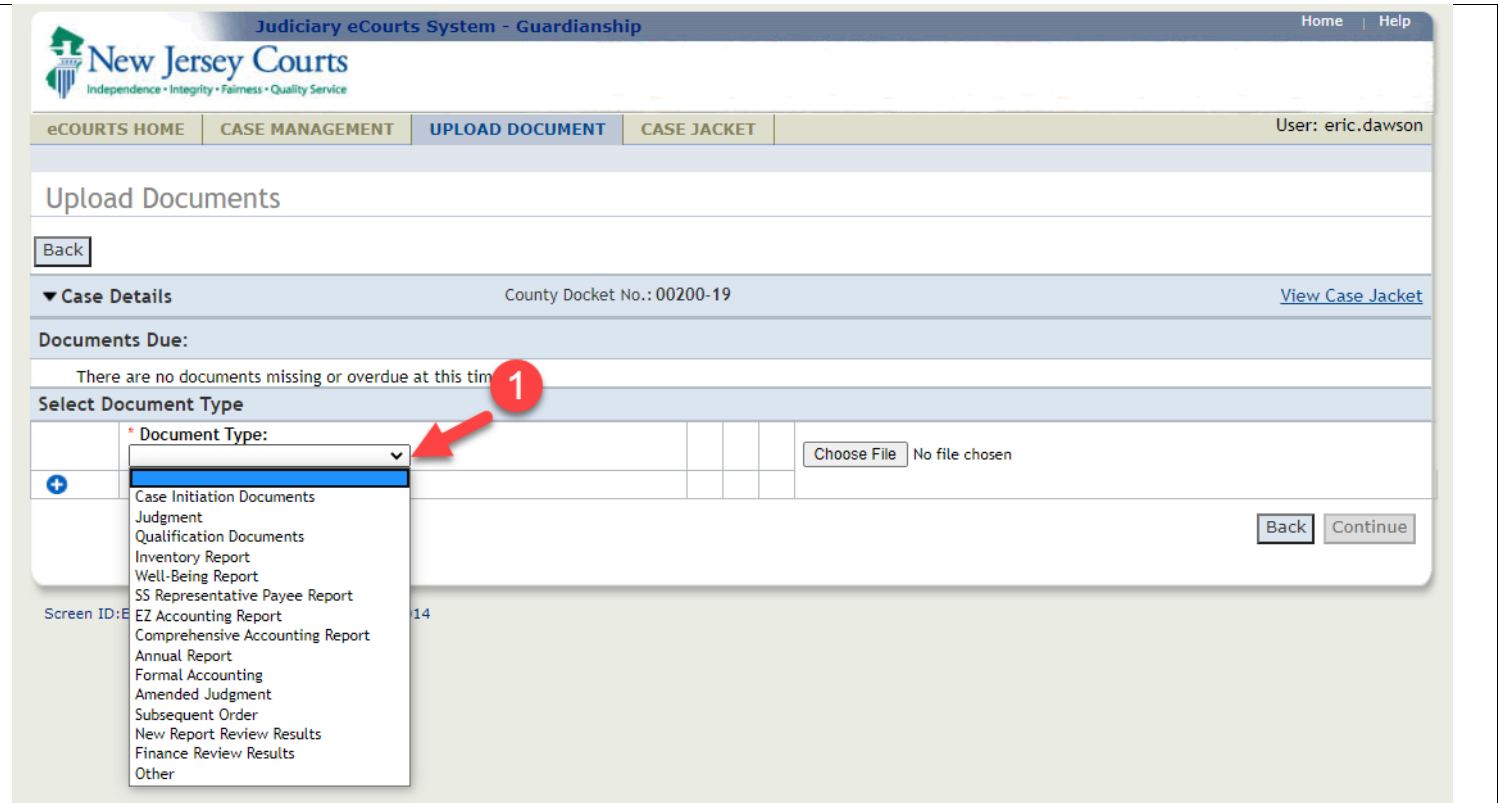
- Case Initiation Documents (To ensure proper noticing, please upload Qualification Documents separately.)
- Judgment
- Qualification Documents from Guardian MCFLY, ACE

Select Document Type

+	* Document Type: <input type="text" value=""/>	Choose File	No file chosen
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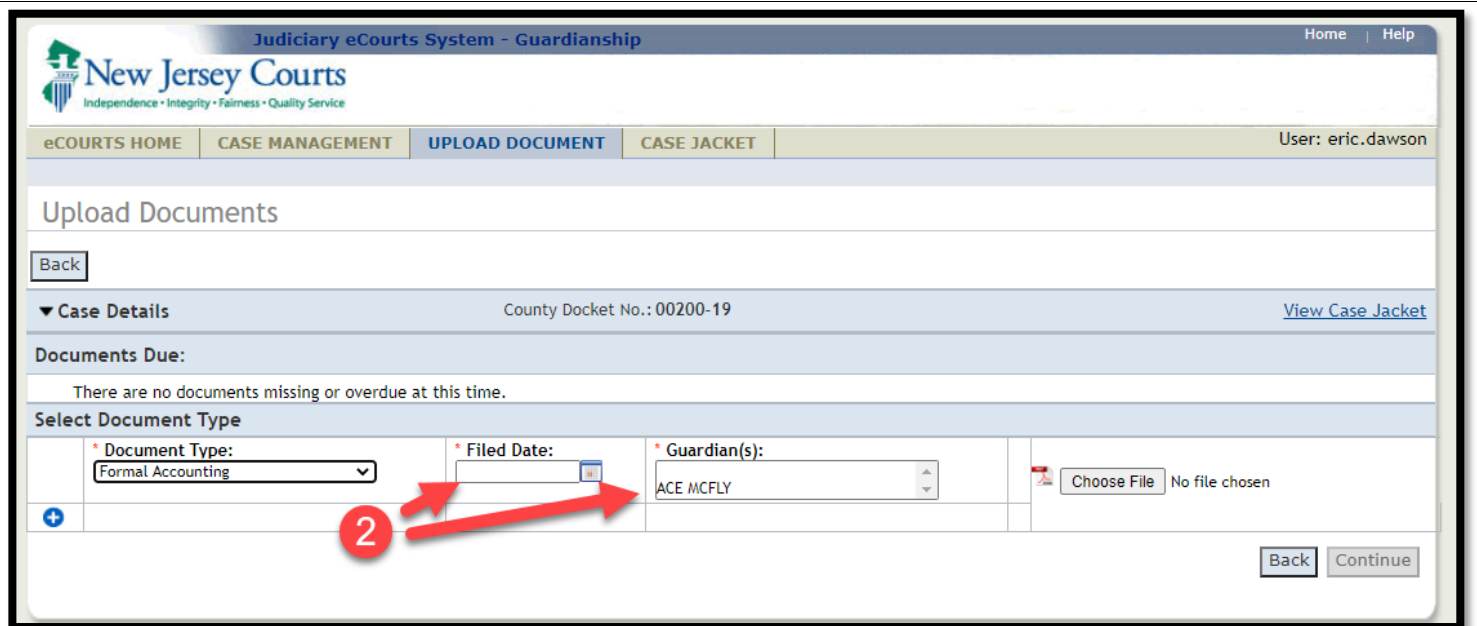
[Back](#) [Continue](#)

1. Select the document type from the dropdown list.



The screenshot displays the 'Judiciary eCourts System - Guardianship' interface. At the top, there is a navigation bar with 'eCOURTS HOME', 'CASE MANAGEMENT', 'UPLOAD DOCUMENT', and 'CASE JACKET' tabs. The user is identified as 'eric.dawson'. The main section is titled 'Upload Documents' and includes a 'Back' button. Below this, the 'Case Details' section shows 'County Docket No.: 00200-19' and a 'View Case Jacket' link. A 'Documents Due:' section states 'There are no documents missing or overdue at this time'. The 'Select Document Type' section features a dropdown menu with a red arrow and a circled '1' pointing to it. The dropdown list includes: Case Initiation Documents, Judgment, Qualification Documents, Inventory Report, Well-Being Report, SS Representative Payee Report, EZ Accounting Report, Comprehensive Accounting Report, Annual Report, Formal Accounting, Amended Judgment, Subsequent Order, New Report Review Results, Finance Review Results, and Other. To the right of the dropdown is a 'Choose File' button with the text 'No file chosen'. At the bottom right of the form area are 'Back' and 'Continue' buttons. A 'Screen ID: E' and the number '14' are visible at the bottom left of the interface.

- Fill in required and/or optional fields for the selected document type.



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eCOURTS HOME CASE MANAGEMENT **UPLOAD DOCUMENT** CASE JACKET User: eric.dawson

### Upload Documents

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▼ Case Details County Docket No.: 00200-19 [View Case Jacket](#)

Documents Due:  
There are no documents missing or overdue at this time.

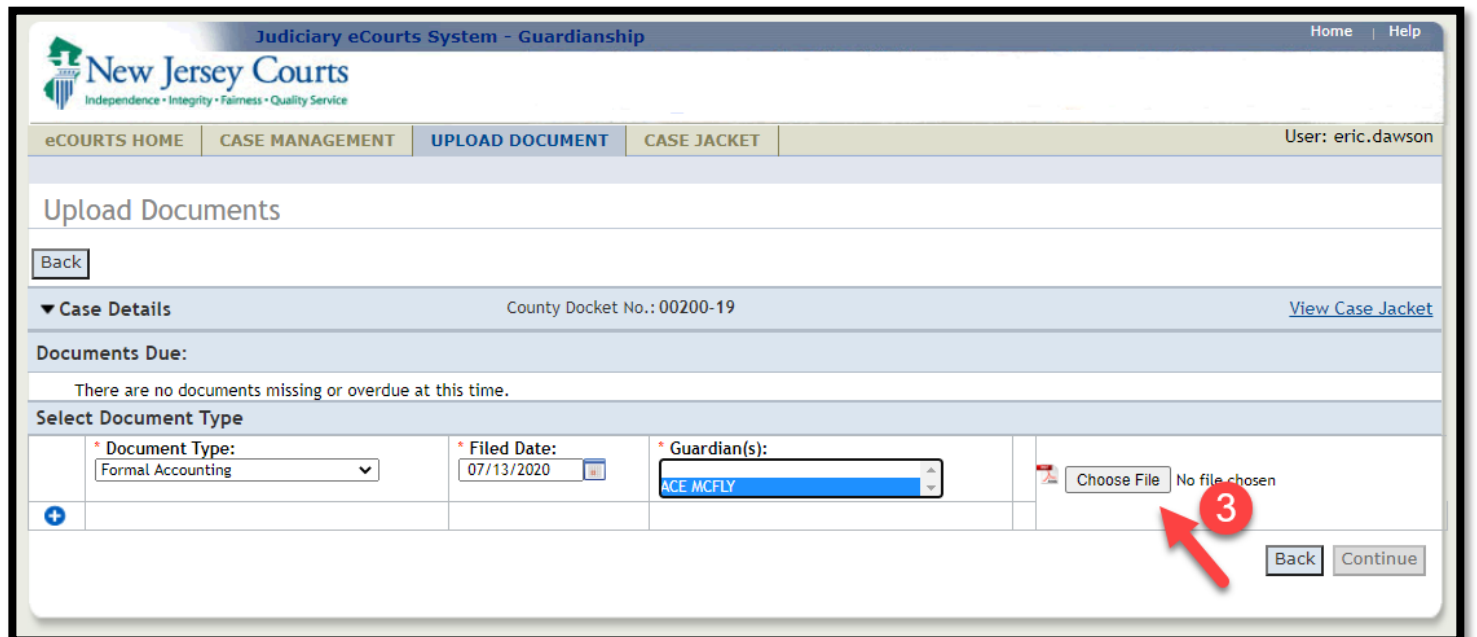
Select Document Type

* Document Type: Formal Accounting	* Filed Date: 07/13/2020	* Guardian(s): ACE MCFLY	Choose File No file chosen
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[Back](#) [Continue](#)

- Browse to the location of the file on your computer, select and attach.

**NOTE:** only PDFs can be uploaded.



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eCOURTS HOME CASE MANAGEMENT **UPLOAD DOCUMENT** CASE JACKET User: eric.dawson

### Upload Documents

[Back](#)

▼ Case Details County Docket No.: 00200-19 [View Case Jacket](#)

Documents Due:  
There are no documents missing or overdue at this time.


Select Document Type


* Document Type: Formal Accounting	* Filed Date: 07/13/2020	* Guardian(s): ACE MCFLY	Choose File No file chosen
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
[Back](#) [Continue](#)

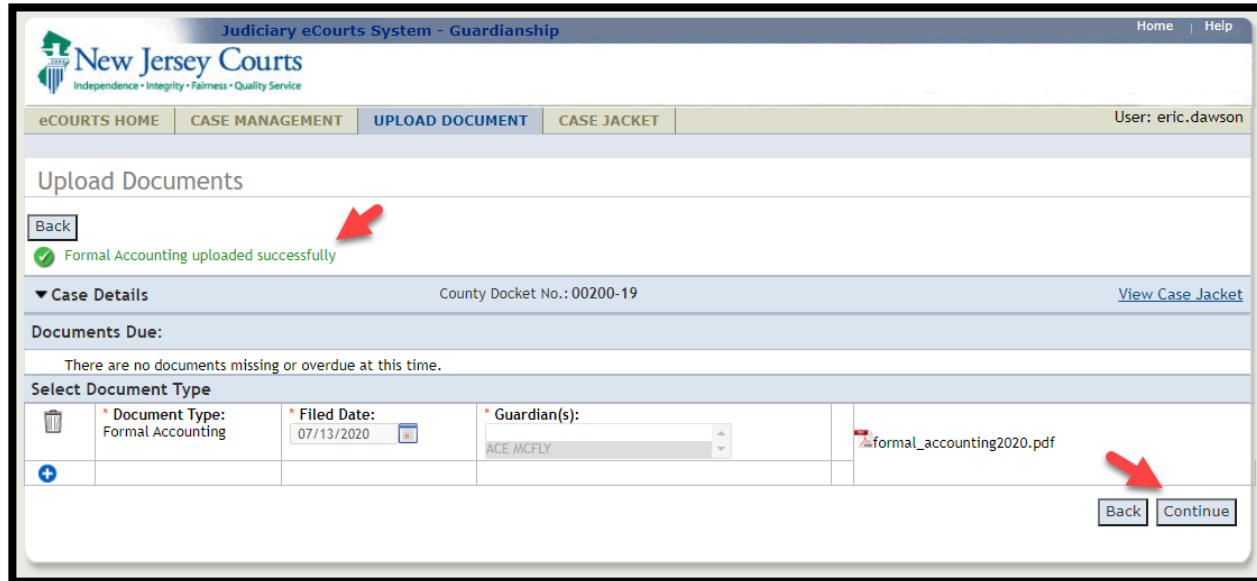


You will receive a message that the document has been uploaded successfully.

From this screen, you may file additional documents using the  icon.

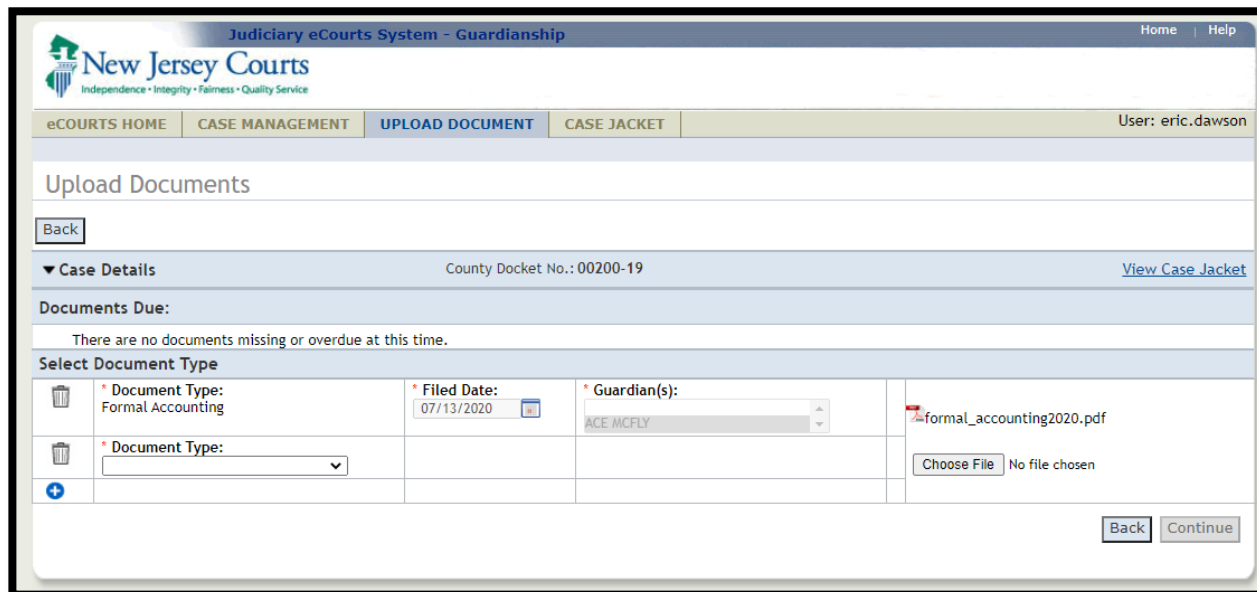
Enter information for any additional documents. If you would like to remove a document use the .

When finished uploading documents click .



The screenshot shows the 'Upload Documents' interface. At the top, there is a navigation bar with 'eCOURTS HOME', 'CASE MANAGEMENT', 'UPLOAD DOCUMENT', and 'CASE JACKET'. The user is identified as 'eric.dawson'. A green message states 'Formal Accounting uploaded successfully'. Below this, 'Case Details' for County Docket No. 00200-19 are shown. A section for 'Documents Due' indicates no documents are missing. The 'Select Document Type' table contains one entry: 'Formal Accounting' with a filed date of 07/13/2020 and guardian 'ACE MCFLY'. The document file 'formal\_accounting2020.pdf' is listed. A red arrow points to the 'Continue' button.

Document Type	Filed Date	Guardian(s)	File Name
Formal Accounting	07/13/2020	ACE MCFLY	formal_accounting2020.pdf



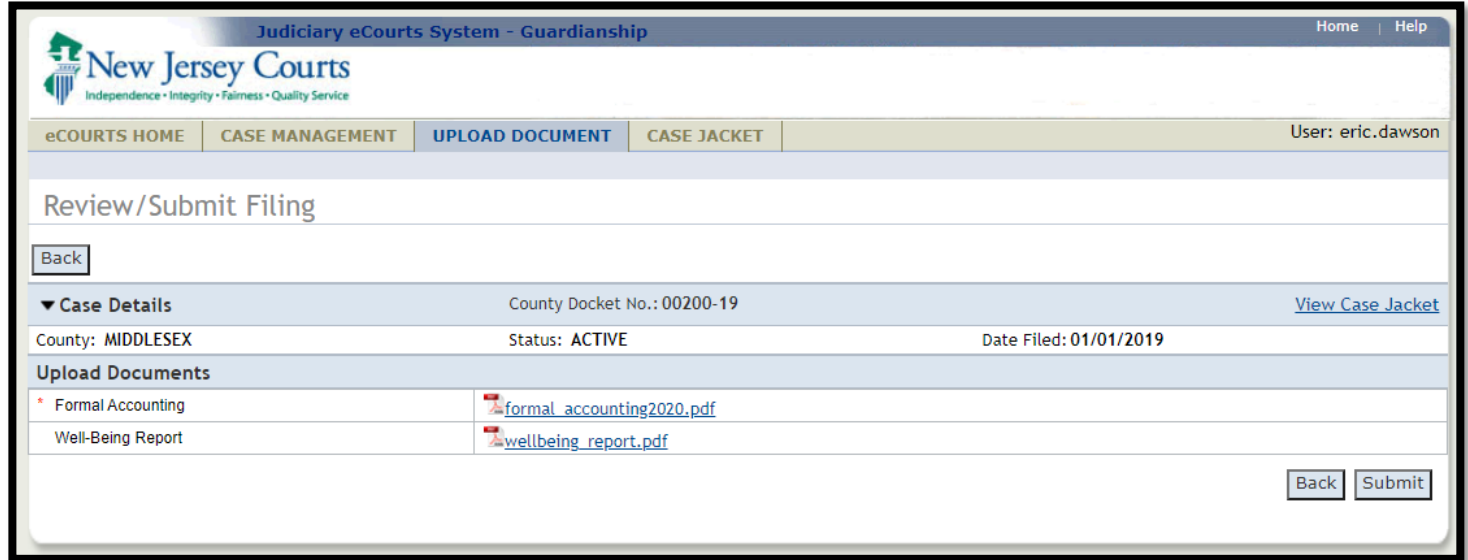
This screenshot shows the 'Upload Documents' interface after clicking 'Continue'. The 'Select Document Type' table now has two rows. The second row has a dropdown menu for 'Document Type' and a 'Choose File' button next to it, with the text 'No file chosen'. A red arrow points to the 'Continue' button.

Document Type	Filed Date	Guardian(s)	File Name
Formal Accounting	07/13/2020	ACE MCFLY	formal_accounting2020.pdf
[Dropdown]			Choose File No file chosen

The Review/Submit Filing screen will display all documents selected as part of this filing. Review for accuracy and use the

button to make any corrections.

Click to proceed.



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eCOURTS HOME CASE MANAGEMENT **UPLOAD DOCUMENT** CASE JACKET User: eric.dawson

### Review/Submit Filing

**Case Details** County Docket No.: 00200-19 [View Case Jacket](#)

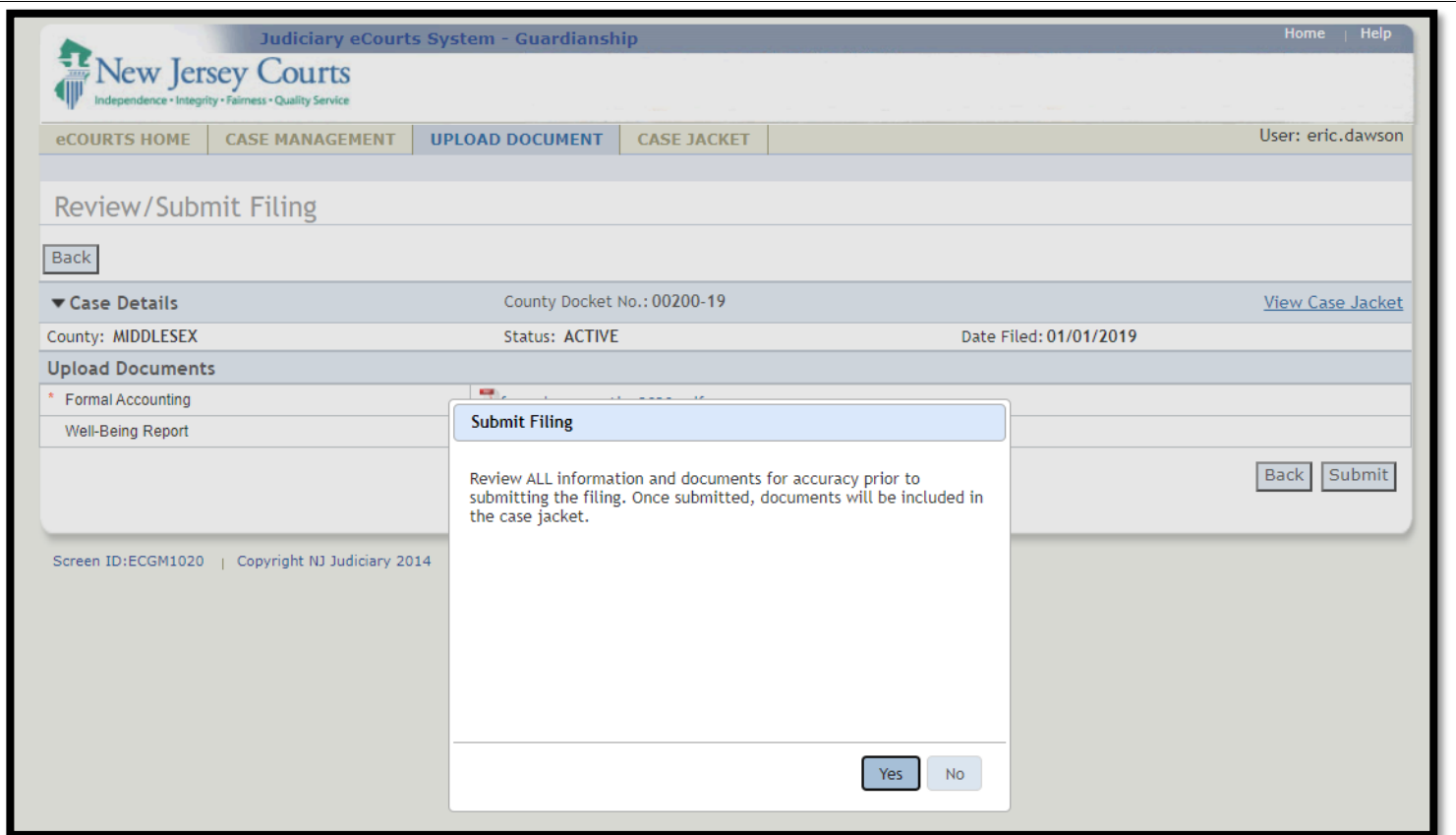
County: MIDDLESEX Status: ACTIVE Date Filed: 01/01/2019

**Upload Documents**

* Formal Accounting	 formal_accounting2020.pdf
Well-Being Report	 wellbeing_report.pdf

A popup screen will remind you that once submitted, documents will be included in the case jacket. If you have not reviewed the selections for accuracy, then click No to go back and make changes.

To proceed and submit the filing, click Yes.



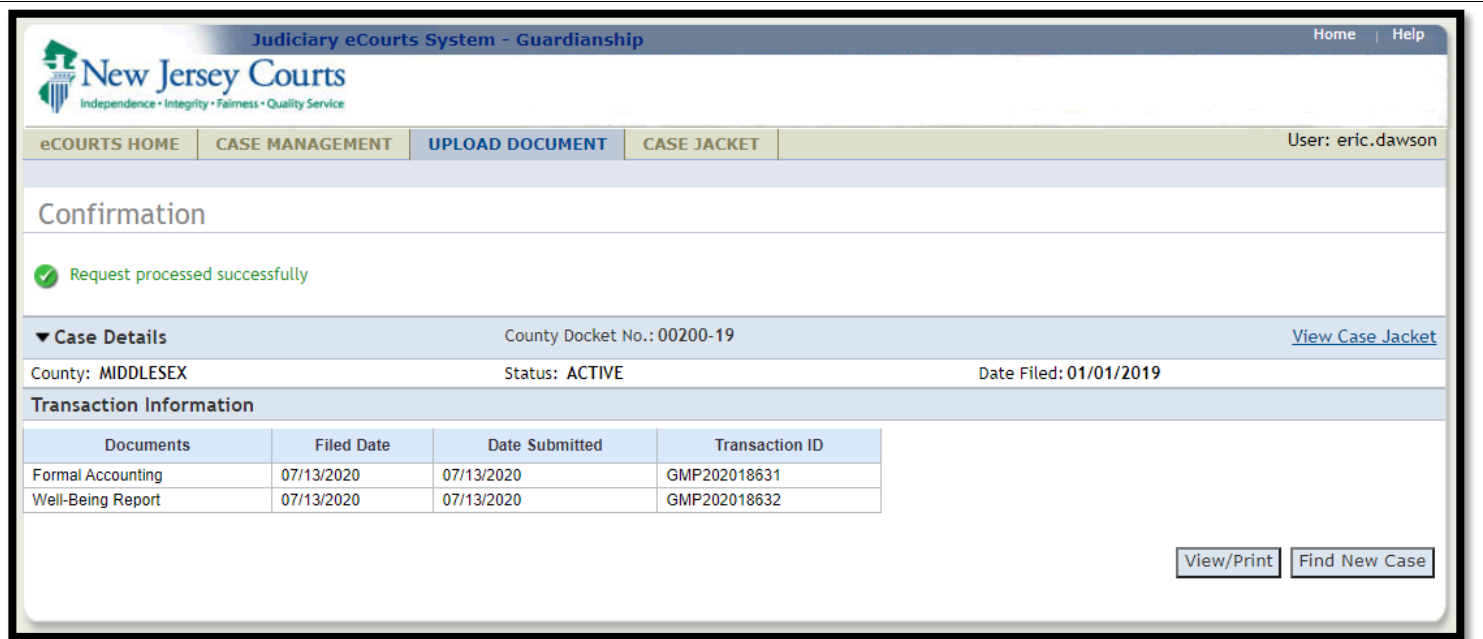
The screenshot displays the 'Judiciary eCourts System - Guardianship' interface. At the top, there is a navigation bar with 'eCOURTS HOME', 'CASE MANAGEMENT', 'UPLOAD DOCUMENT', and 'CASE JACKET'. The user is identified as 'eric.dawson'. The main content area is titled 'Review/Submit Filing' and includes a 'Back' button. Below this, the 'Case Details' section shows 'County Docket No.: 00200-19' and a 'View Case Jacket' link. Further down, the 'Upload Documents' section lists 'Formal Accounting' and 'Well-Being Report'. A 'Submit Filing' popup dialog is overlaid on the screen, containing the text: 'Review ALL information and documents for accuracy prior to submitting the filing. Once submitted, documents will be included in the case jacket.' The dialog has 'Yes' and 'No' buttons at the bottom. In the background, 'Back' and 'Submit' buttons are visible. The footer of the interface shows 'Screen ID: ECGM1020 | Copyright NJ Judiciary 2014'.

At the Confirmation screen you will receive notice that your filing has been processed successfully and is now a part of the case jacket.

If you want to view or print a PDF “receipt” of the transaction, click [View/Print](#).

Click [Find New Case](#) if you have additional documents in another case to upload.

At this point, you have completed the steps to upload documents to a case.



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eCOURTS HOME | CASE MANAGEMENT | **UPLOAD DOCUMENT** | CASE JACKET | User: eric.dawson

### Confirmation

✔ Request processed successfully

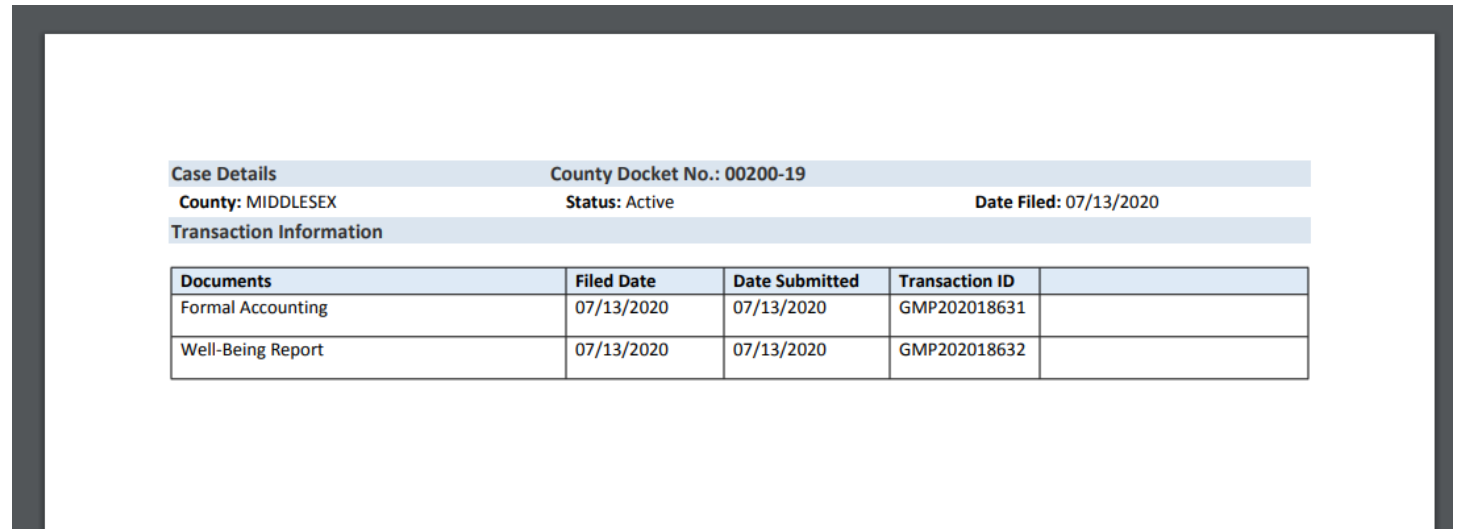
▼ **Case Details** County Docket No.: 00200-19 [View Case Jacket](#)

County: MIDDLESEX Status: ACTIVE Date Filed: 01/01/2019

**Transaction Information**

Documents	Filed Date	Date Submitted	Transaction ID
Formal Accounting	07/13/2020	07/13/2020	GMP202018631
Well-Being Report	07/13/2020	07/13/2020	GMP202018632

[View/Print](#) [Find New Case](#)



**Case Details** County Docket No.: 00200-19

County: MIDDLESEX Status: Active Date Filed: 07/13/2020

**Transaction Information**

Documents	Filed Date	Date Submitted	Transaction ID
Formal Accounting	07/13/2020	07/13/2020	GMP202018631
Well-Being Report	07/13/2020	07/13/2020	GMP202018632