

# eCourts Guardianship – Civil Release

## Notes

09-06-24

### Report Review – Letter Template Enhancement

Enhanced

The Report Review letter templates have been enhanced to auto-populate guardian information. For more information, click [here](#).

### Overdue Notices Updates

Enhanced

The overdue notices for Qualification Documents and reports have been updated. For more information, click [here](#).

## Report Review – Letter Template Enhancement

The letter templates available in Report Review now auto-populate the names and addresses of all active guardians.

New Report Review		Case Review		Follow-Ups			
Search by: + Add/Change Reset All							
Refresh							
Page 16 of 16							
Filed Date	County	Docket Number	Report type	Transaction ID	Follow Ups	Status	Attention
+ 4/29/2024	Hunterdon	67890	EZ Accounting	GMP20243468	Follow-Ups in Progress	Judge	Continue
+ 6/1/2024	Middlesex	GMS5QA1102	Comprehensive Accounting	GMP20243748	Pending Follow-Ups	Final	Begin
+ 6/6/2024	Cape May	CAPQAGMS1	Inventory	GMP20243864	Pending Follow-Ups	Judge	Begin
+ 7/11/2024	Atlantic	ATLREG-1	Annual Report	GMP20244644	Pending Follow-Ups	Judge	Begin
+ 8/1/2024	Mercer	456456	EZ Accounting	GMP20245216	Pending Follow-Ups	Judge	Begin
+ 8/6/2024	Bergen	P-678-24	Inventory	GMP20245342	Pending Follow-Ups	Judge	Begin
+ 8/7/2024	Passaic	P8900	Comprehensive Accounting	GMP20245351	Pending Follow-Ups	Judge	Begin

All letter templates now auto-populate the names and addresses of active guardians. Click the template link.

7. Were any fees, commissions, reimbursements or other payments to the guardian or other professionals appropriate and consistent with the judgment, other orders, and any prior reports?

Issue List  
Schedule B-2: Guardian Fees/Reimbursements  
Comment/Explanation  
jmhjumujhy

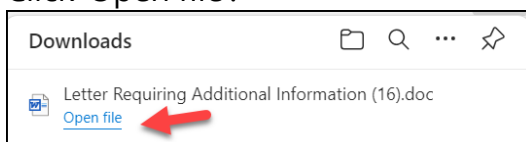
Follow-Up Actions

Close

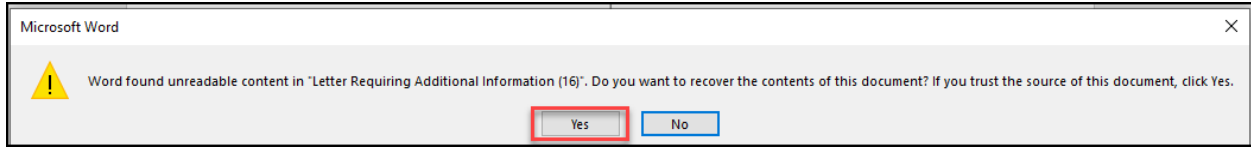
Letter to Guardian(s) seeking information

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

Click 'Open file'.



**Note**, a pop-up message will appear for **all** template letters. Simply click 'Yes' to continue to open and use the template. This pop-up message is an enterprise-wide issue that will be fixed by an end of year update. Utilizing the template will not harm your computer, and the letters can be successfully edited and saved.




**SUPERIOR COURT OF NEW JERSEY  
CHAMBERS OF HON. FRANK COVELLO, P.J.CH.**  
Passaic County Historic Courthouse  
71 Hamilton Street, 3rd Floor  
Paterson, NJ - 07505

08/28/2024

VIA REGULAR & CERTIFIED MAIL

CHASE BANK INC  
112 HAMILTON AVE '  
EAST TRENTON, NJ 08625  
-  
KYLE KEARNY  
5 OCEANVIEW DR  
TOMS RIVER, NJ 12345  
-  
LEONARD LASSEN  
23 MAIN ST APT 23B  
BANGKOK  
BANGKOK, THAILAND  
-  
RUTH ZARDO  
AVE A  
QUEBEC CITY  
QUEBEC, CANADA  
-  
URSULA URSINE  
NEW ST  
PATERSON, NJ 12345

RE: IN THE MATTER OF Longestnamelongestnamelon  
Longestnamelongestnamelon, An Adjudged Incapacitated Person  
Pocket No. P000



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## Updated Overdue Notices

The overdue notices for Qualification Documents and reports (Inventory, Well-Being, EZ Accounting, Comprehensive Accounting and Social Security Representative Payee Report) have been updated.

Specifically, the overdue Qualification Documents notice includes updated information for locating Guardianship forms.

### Qualification Documents (updates highlighted):

#### **NOTICE: NEED TO QUALIFY AS GUARDIAN**

Re: Docket Number p8900

Dear Guardian:

You have received this notice because you were appointed as guardian for an incapacitated adult in New Jersey. The attorney for the incapacitated person will also receive a copy of this notice if they have not been discharged from the case.

Our records show that as of 8/22/2024, you and/or a co-guardian have not completed the guardian qualification process required by the written Judgment of Legal Incapacity and Appointment of Guardian.

Completion of qualification authorizes you to act as guardian for the incapacitated person. If you do not complete the qualification process, the court may further review the guardianship.

Qualification must be completed before the County Surrogate. If you have questions about completing the qualification process or to arrange for qualification, please contact the County Surrogate using the contact information below.

Zoila S. Cassanova, Surrogate  
Passaic County Courthouse  
71 Hamilton Street, Room 101 ffffffffs ssssssss  
Paterson, AL 11111-1111  
(973) 881-4760

Information regarding guardianship – including links to guardian training guides, the Court-Appointed Guardian Video Tutorial, and guardianship reporting forms **and instructions** – is available at [www.njcourts.gov](http://www.njcourts.gov) (search **"guardianship self-help"**).

**If you recently completed the qualification process, please disregard this notice.**

Thank you for your service as a court-appointed guardian

The overdue reports notice includes updated information for locating Guardianship forms and references the typical filing fees for filing reports.

**Reports** (updates highlighted):

**NOTICE: NEED TO FILE GUARDIANSHIP REPORT(S)**

Re: Docket Number p8900

Dear Guardian:

You have received this notice because you were appointed as guardian for an incapacitated adult in New Jersey. The attorney for the incapacitated person will also receive a copy of this notice if they have not been discharged from the case.

Our records show that as of 8/22/2024, the following periodic guardianship report(s) required by the written Judgment of Legal Incapacity and Appointment of Guardian has/have not been filed:

- Report of Guardian Cover Page
- Report of Well-Being
- Guardianship Inventory
- EZ Accounting

Guardianship reports are an important part of the relationship between guardians and the court in the best interests of incapacitated persons. If the required report(s) is/are not filed, the court may further review the guardianship.

Guardianship reports must be filed with the County Surrogate, and typically require a fee of \$5 per page. If you have questions about filing a required report, including applicable filing fees, please contact the County Surrogate using the contact information below.

Zoila S. Cassanova, Surrogate  
Passaic County Courthouse  
71 Hamilton Street, Room 101  
Paterson, AL 11111-1111  
(973) 881-4760

Information regarding guardianship – including links to guardian training guides, the Court-Appointed Guardian Video Tutorial, and guardianship reporting forms and instructions – is available at [www.njcourts.gov](http://www.njcourts.gov) (search "guardianship self-help").

**If you recently filed the required guardianship report(s), please disregard this notice.**

Thank you for your service as a court-appointed guardian.

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