

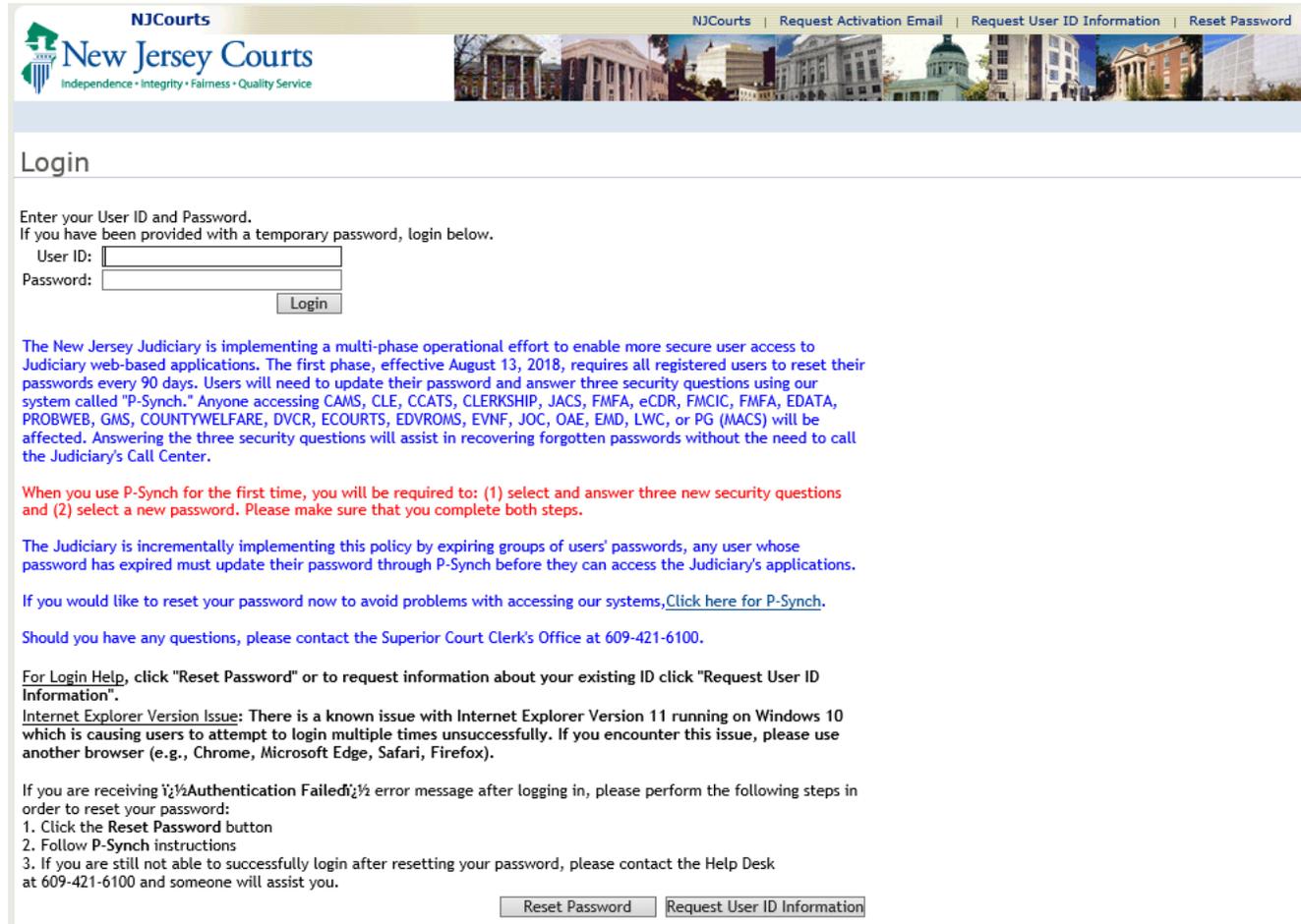
Login:

Your User ID is either your first and last name OR your FA login.

Examples:

janedoe
 cadoe0

If you need to P-Synch or to reset your password, follow the instructions on this screen.



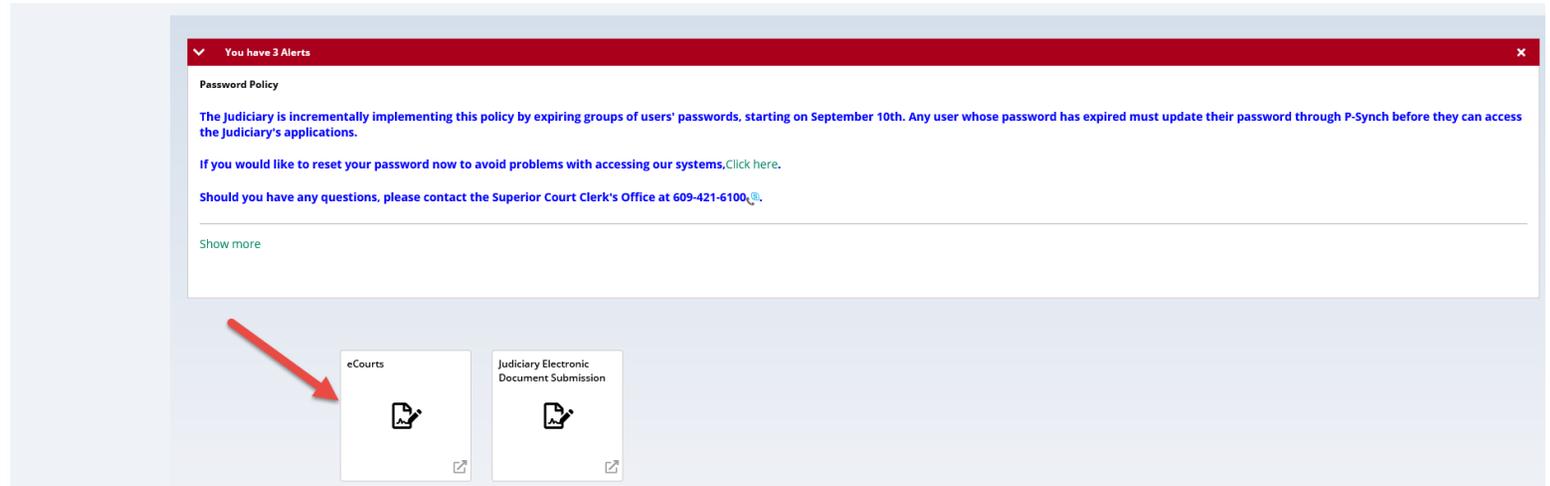
The screenshot shows the NJCourts login page. At the top, there is a navigation bar with links for "Request Activation Email", "Request User ID Information", and "Reset Password". The main heading is "Login". Below the heading, there is a prompt: "Enter your User ID and Password. If you have been provided with a temporary password, login below." There are two input fields: "User ID:" and "Password:". A "Login" button is positioned below the password field. Below the login form, there is a blue text block explaining the multi-phase operational effort for secure user access, effective August 13, 2018, requiring password resets every 90 days. It lists affected systems like CAMS, CLE, CCATS, CLERKSHIP, JACS, FMFA, eCDR, FMCIC, FMFA, EDATA, PROBWEB, GMS, COUNTYWELFARE, DVCR, ECOURTS, EDVROMS, EVNF, JOC, OAE, EMD, LWC, or PG (MACS). A red text block states: "When you use P-Synch for the first time, you will be required to: (1) select and answer three new security questions and (2) select a new password. Please make sure that you complete both steps." Another blue text block explains the incremental implementation of the policy by expiring groups of users' passwords. A link is provided for "Click here for P-Synch". A blue text block provides contact information for the Superior Court Clerk's Office at 609-421-6100. A blue text block provides "Login Help" and "Request User ID Information" links. A blue text block addresses an "Internet Explorer Version Issue" with Windows 10. A blue text block provides steps to reset a password if an "Authentication Failed" error message is received. At the bottom, there are buttons for "Reset Password" and "Request User ID Information".

Enterprise Landing Page

After entering your User ID and password, you will be directed to this page.

Tiles will display with your applications.

Click on eCourts to access eCourts Guardianship.



Verify Information and Enter Email Address

Judiciary Help Desk: 609-421-6100
 eCourts Support: 8:00 AM - 5:00 PM Normal Business Days

eFiling Contact Information

Please verify the following information to begin electronic filing.
 Please review or edit, if necessary, the email addresses for electronic notification. All filing correspondence and notification will be sent to email addresses provided.
 To return to Registration & Contact Information, please click 'My Account' above.

Agency Name and Address *	Email Addresses for Electronic Notifications
25 Market St. Trenton, NJ 08625	* Email 1 <input type="text" value="susanflynn@njcourts.gov"/> 1 Email 2 <input type="text"/> Email 3 <input type="text"/>

Certification of Information

I certify that all the information is true and accurate.

2

3

Continue

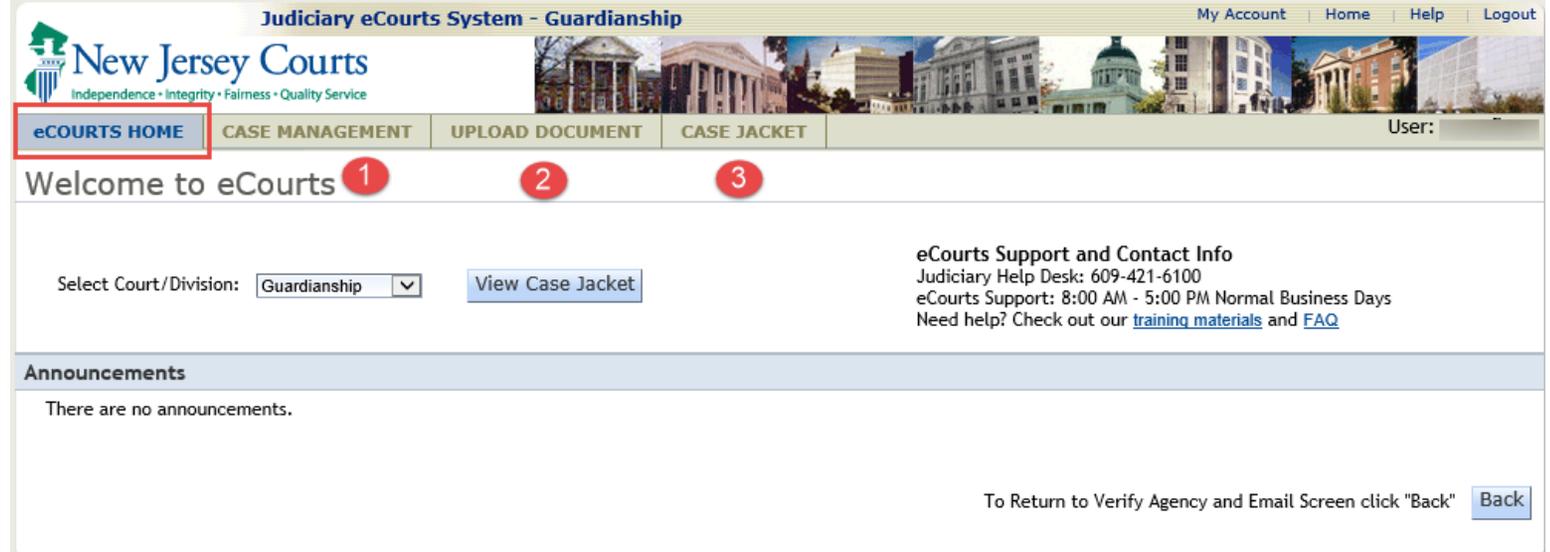
Verify Information and Enter Email Address

- 1) Users will not receive email notifications from eCourts Guardianship.
- 2) Click the certification checkbox.
- 3) Click 'Continue'.

eCourts Guardianship Home Page

There are 3 tabs:

- 1) Case Management: contains the details of the case and the sub-tab for Report Review
- 2) Upload Document: used to upload documents into the Case Jacket (for use by vicinage and surrogate users) and to create new cases (for more details refer to the Upload Document reference guide)
- 3) Case Jacket: contains the pleadings, documents and reports for the case (for more details refer to the Case Jacket reference guide)



Judiciary eCourts System - Guardianship My Account | Home | Help | Logout

New Jersey Courts
 Independence • Integrity • Fairness • Quality Service

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

Welcome to eCourts **1** **2** **3**

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.

To Return to Verify Agency and Email Screen click "Back"

Case Management contains 2 sub-tabs:

- 1) Case Search
- 2) Report Review (for details refer to the Report Review reference guide)

This manual focuses on searching for, viewing and/or updating cases in eCourts.

Cases can be searched by Docket Number or Incapacitated Person (full or partial name search).

NOTE: always click 'Search' after entering name search criteria. Hitting the 'Enter' key results in an error message:

✖ County Docket# is Required

Judiciary eCourts System - Guardianship Home Help

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eCOURTS HOME CASE MANAGEMENT UPLOAD DOCUMENT CASE JACKET User: !

Case Search Report Review

Manage Case

Only alphabetic characters can be entered in name fields.

Search for County Docket Number (exact): * Search

OR

Search for Incapacitated Person: * First Name * Last Name x Reset Search

Multiple search results:

If there are multiple cases that fit your search criteria they will display in 'Search Results':

- Select the radio button for the appropriate case to be directed to the Manage Case screen for that case, then click 'Continue'; OR
- Click the hyperlink for the Docket Number to be directed to the Case Jacket for that case

NOTE: The results will display cases from all counties, but users can only access cases from the county or counties in which they are authorized to work.

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

Select	County	County Docket #	IP First Name	IP Middle Name	IP Last Name	Filed Date	DOB	Case Status
<input type="radio"/>	BERGEN	P-0909-2016	WILLIAM		WILLIAMS	12/31/2016		ACTIVE
<input type="radio"/>	CAPE MAY	19-100	WILMA		WILLARD	01/01/2019	01/01/1966	ACTIVE
<input type="radio"/>	BERGEN	P-456-20	WILLIAM		WATTS	01/08/2020		ACTIVE
<input type="radio"/>	MIDDLESEX	624555	WILLIAM		WINTER	01/07/2020		ACTIVE



Manage Case

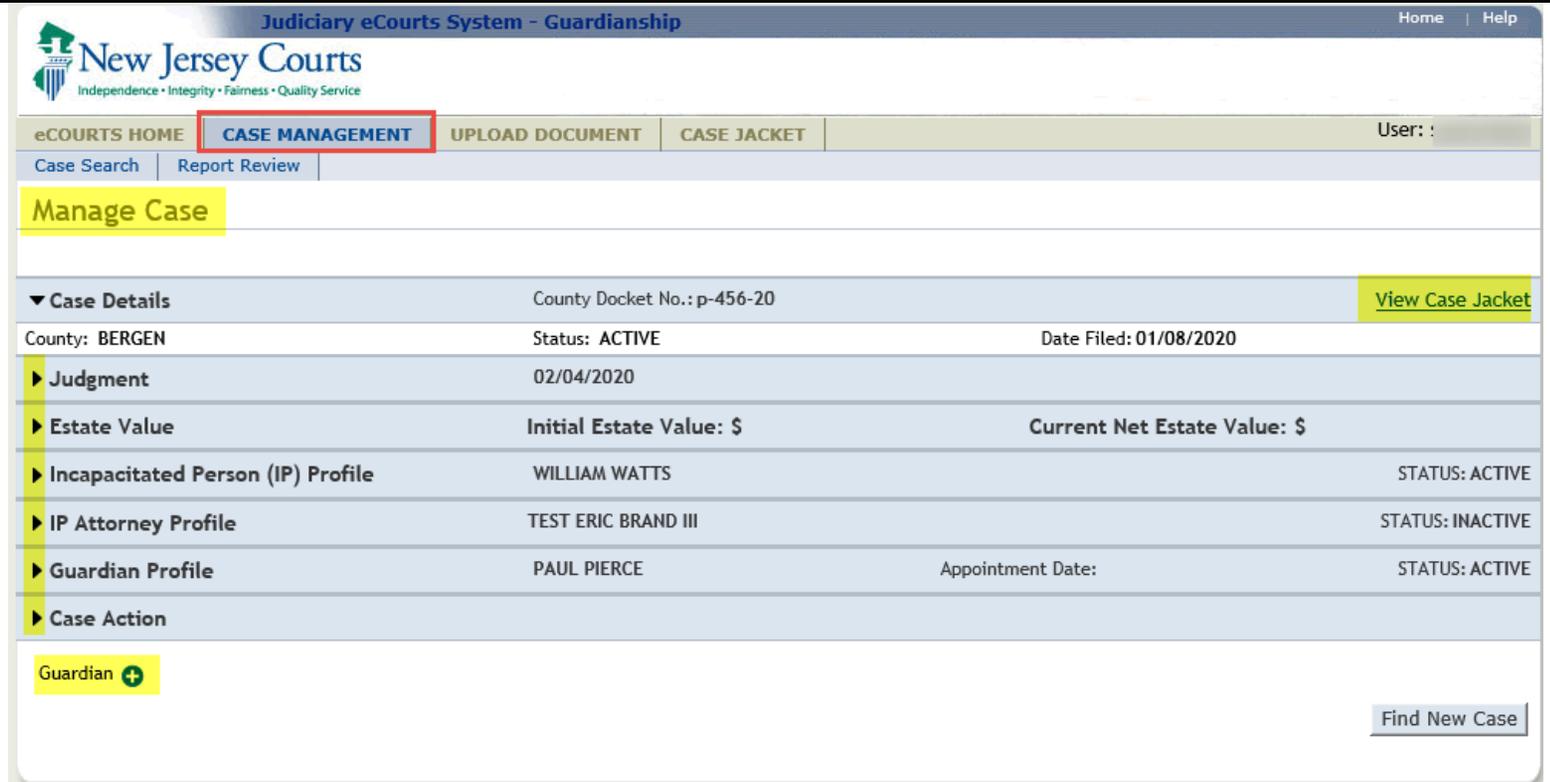
Each case has the following sections or “twisties”:

- Case Details
- Judgment
- Estate Value
- Incapacitated Person (IP) Profile
- IP Attorney Profile
- Guardian Profile for each guardian
- Case Action

The ‘View Case Jacket’ hyperlink opens the Case Jacket for the case.

The ^{Guardian}  allows users to add a guardian to the case.

Clicking ‘Find New Case’ returns the user to ‘Case Search’.



Judiciary eCourts System - Guardianship Home | Help

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

Case Search | Report Review

Manage Case

▼ **Case Details** County Docket No.: p-456-20 [View Case Jacket](#)

County: BERGEN Status: ACTIVE Date Filed: 01/08/2020

▶ **Judgment** 02/04/2020

▶ **Estate Value** Initial Estate Value: \$ Current Net Estate Value: \$

▶ **Incapacitated Person (IP) Profile** WILLIAM WATTS STATUS: ACTIVE

▶ **IP Attorney Profile** TEST ERIC BRAND III STATUS: INACTIVE

▶ **Guardian Profile** PAUL PIERCE Appointment Date: STATUS: ACTIVE

▶ **Case Action**

Guardian 

[Find New Case](#)

Navigating in eCourts

A note about navigation: eCourts uses tabs. Users working in Case Management or Upload Document are in the 'eCourts' tab below the browser. Users working in Case Jacket are in the 'Case Jacket' tab.

When a user clicks the 'View Case Jacket' hyperlink, Case Jacket opens in a new tab.

To move between Case Management and Case Jacket, click on the tabs below the browser.

The screenshot shows the eCourts interface with a navigation bar containing tabs for 'eCOURTS HOME', 'CASE MANAGEMENT', 'UPLOAD DOCUMENT', and 'CASE JACKET'. Below the navigation bar is a 'Manage Case' section with a table of case details:

▼ Case Details	County Docket No.: p-456-20	View Case Jacket
County: BERGEN	Status: ACTIVE	Date Filed: 01/08/2020
▶ Judgment	02/04/2020	
▶ Estate Value	Initial Estate Value: \$	Current Net Estate Value: \$
▶ Incapacitated Person (IP) Profile	WILLIAM WATTS	STATUS: ACTIVE
▶ IP Attorney Profile	TEST ERIC BRAND III	STATUS: INACTIVE
▶ Guardian Profile	PAUL PIERCE	Appointment Date: STATUS: ACTIVE
▶ Case Action	Guardian +	

Once Case Jacket is open, clicking the tab in purple above will direct the user to the Case Jacket:

The screenshot shows the 'CASE JACKET' view for docket number P-456-20. It includes a 'Back' button, a 'Create Summary Report' button, and case details:

IP Name: WILLIAM WATTS
Filed Date: 01/08/2020
Guardianship Type: PERSON GENERAL(PLENARY) - ESTATE GENERAL(PLENARY)

Venue: BERGEN
Case Status: ACTIVE
Judgment Date: 02/04/2020

Court Type: GUARDIANSHIP
Case Type:
Judge: HON. PATRICIA DELBUENO. CLEARY, J.S.C.

Below the details is a table for the Incapacitated Person (IP):

▶ WILLIAM WATTS	Party Type: INCAPACITATED PERSON	Party Status :ACTIVE
-----------------	----------------------------------	----------------------

Judgment Twisty

1) 'Initial Judgment Date' is the stamped filed date of the first judgment in the case. This field can only be changed by Program Coordinators. 'Verified Complaint Filed Date' can be updated by users **BUT** if the year needs to be changed due to a typo, contact your Program Coordinator.

2) Guardianship Type and Reporting Requirements as ordered in the most recent Judgment of Incapacity. These fields *must be* updated if this information changes.

NOTE: The overdue notices sent to guardians are based on the information captured in these fields, so it is important that this information is accurate.

▼ Judgment
02/04/2020

* Initial Judgment Date: * Verified Complaint Filed Date: 1

* Inventory Required: Yes No

* Guardianship Type: Person General (Plenary) OR Limited
 Estate General (Plenary) OR Limited 2

* Annual Report?: Yes No Primarily used for backloading.

* Well-Being Report?: Yes No Frequency (Months):

* Accounting?: Yes No

* EZ Accounting?: Yes No Frequency (Months):

* SS Representative Payee Report?: Yes No

* Comprehensive Accounting?: Yes No

* Bond Required?: Yes No * Initial Bond \$: Date of Bond: Bond Company: 3

* Amended Bond?: Yes No

* Guardian(s) Limitations?: Yes No 4

Click Ctrl + Left Click to select multiple entries

Guardian(s) of Estate may not alienate, mortgage, transfer or otherwise encumber or dispose of real property without court approval. The OPG, with court approval, may sell any interest in real property owned by IP. Limited Guardian(s) of Person with respect to medical decisions that require informed consent, legal advice, and residential decisions. Guardianship of the property is limited to ____.

Other

* Firearms Rights Retained?: Yes No Undetermined

* Other Rights Retained?: Yes No

* Judge Name: (Select the most recent judge to issue an order in this case.)

Judgment Comments:

5

If the model Judgment of Incapacity and Appointment of Guardian(s) of Person and Estate (the "Model Judgment") is used:

- 'Guardianship Type' is located in Paragraph 1.
- 'Inventory Required' is located in Paragraph 7.
- 'Annual Report?' – this is the old form of report and is typically only used for cases with judgments prior to 2015. DO NOT select this report unless the Judgment specifically orders "annual report" OR if the Judgment requires reporting but is not specific as to form (e.g., "the guardian shall file an informal accounting with the court each year on the anniversary date of the judgment").
- 'Well-Being Report?' is located in Paragraph 8.

Judgment 02/04/2020

* Initial Judgment Date: 02/04/2020 * Verified Complaint Filed Date: 01/08/2020 **1**

* Inventory Required: Yes No **2**

* Guardianship Type: Person General (Plenary) OR Limited
 Estate General (Plenary) OR Limited

* Annual Report?: Yes No *Primarily used for backloading.* **2**

* Well-Being Report?: Yes No Frequency (Months): 12

* Accounting?: Yes No
 * EZ Accounting?: Yes No Frequency (Months): 12
 * SS Representative Payee Report?: Yes No
 * Comprehensive Accounting?: Yes No

* Bond Required?: Yes No * Initial Bond \$: 15,000 Date of Bond: 02/04/2020 Bond Company: ABC **3**

* Amended Bond?: Yes No

* Guardian(s) Limitations?: Yes No **4**
 Click Ctrl + Left Click to select multiple entries
 Guardian(s) of Estate may not alienate, mortgage, transfer or otherwise encumber or dispose of real property without court approval.
 The OPG, with court approval, may sell any interest in real property owned by IP.
 Limited Guardian(s) of Person with respect to medical decisions that require informed consent, legal advice, and residential decisions.
 Guardianship of the property is limited to ____.
 Other

* Firearms Rights Retained?: Yes No Undetermined

* Other Rights Retained?: Yes No

* Judge Name: PATRICIA DELBUENO CLEARY (Select the most recent judge to issue an order in this case.) **5**

Judgment Comments:

Cancel Save

- 'Accounting?' is located in Paragraph 9.
- 3) Bond fields: if the bond is amended, update the information in 'Amended Bond?'. Bond is located in Paragraph 2 of the Model Judgment.
- 4) 'Guardian(s) Limitations': is located in Paragraph 5 of the Model Judgment. Multiple answers can be selected by using CTRL + Left Click.
- 5) 'Firearms Rights Retained?' is usually no, but refer to Paragraph 1 (final sentence) of the Model Judgment.
- Judge Name: select the judge who signed the most recent judgment.
 - Judgment Comments: for important information that does not fit into other fields.

Judgment 02/04/2020

* Initial Judgment Date: 02/04/2020 * Verified Complaint Filed Date: 01/08/2020 **1**

* Inventory Required: Yes No

* Guardianship Type: Person General (Plenary) OR Limited
 Estate General (Plenary) OR Limited

* Annual Report?: Yes No *Primarily used for backloading.* **2**

* Well-Being Report?: Yes No Frequency (Months): 12

* Accounting?: Yes No
 * EZ Accounting?: Yes No Frequency (Months): 12
 * SS Representative Payee Report?: Yes No
 * Comprehensive Accounting?: Yes No

* Bond Required?: Yes No * Initial Bond \$: 15,000 Date of Bond: 02/04/2020 Bond Company: ABC **3**

* Amended Bond?: Yes No

* Guardian(s) Limitations?: Yes No **4**
Click Ctrl + Left Click to select multiple entries
 Guardian(s) of Estate may not alienate, mortgage, transfer or otherwise encumber or dispose of real property without court approval. The OPG, with court approval, may sell any interest in real property owned by IP.
 Limited Guardian(s) of Person with respect to medical decisions that require informed consent, legal advice, and residential decisions. Guardianship of the property is limited to ____.
 Other

* Firearms Rights Retained?: Yes No Undetermined

* Other Rights Retained?: Yes No

* Judge Name: PATRICIA DELBUENO CLEARY (Select the most recent judge to issue an order in this case.) **5**

Judgment Comments:

Cancel Save

NOTE: if a case needs to be updated because an Amended Judgment has been entered, the paragraph numbers referenced above may not match. Always refer to the specific judgment.

Click 'Save' to save changes.

Amended Judgments

For details on *entering* Amended Judgments, refer to the Entering an Amended Judgment reference guide.

In Case Management, if there is an Amended Judgment entered on a case, new fields display:

‘Amended Judgment Date’: the stamped filed date.

‘Supplemental Inventory Required’: whether the Amended Judgment requires the guardian to file a new Inventory Report.

‘Noticing Date’: this is either the Initial Judgment Date or the Amended Judgment Date, depending on the terms of the Amended Judgment.

The Noticing Date controls when a required report is due from the guardian(s).

▼ Case Details		County Docket No.: warren-17	View Case Jacket
County: WARREN		Status: ACTIVE	Date Filed: 01/27/2020
▼ Judgment		01/28/2020	
* Initial Judgment Date:	<input type="text" value="01/28/2020"/>	* Verified Complaint Filed Date:	<input type="text" value="01/27/2020"/>
* Inventory Required:		Amended Judgment Date: <input type="text" value="03/03/2020"/> (Most recent)	
<input checked="" type="radio"/> Yes <input type="radio"/> No		* Supplemental Inventory Required: <input type="radio"/> Yes <input checked="" type="radio"/> No	
* Guardianship Type:		Noticing Date: <input type="text" value="01/28/2020"/>	
<input checked="" type="checkbox"/> Person <input type="checkbox"/> General (Plenary) OR <input checked="" type="radio"/> Limited			
<input checked="" type="checkbox"/> Estate <input type="checkbox"/> General (Plenary) OR <input checked="" type="radio"/> Limited			
* Annual Report?:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Primarily used for backloading.	
* Well-Being Report?:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Frequency (Months): <input type="text" value="6"/>	
* Accounting?:	<input checked="" type="radio"/> Yes <input type="radio"/> No		
* EZ Accounting?:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Frequency (Months): <input type="text" value="6"/>	
* SS Representative Payee Report?:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
* Comprehensive Accounting?:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Frequency (Months): <input type="text" value="12"/>	
* Bond Required?:	<input checked="" type="radio"/> Yes <input type="radio"/> No	* Initial Bond \$:	<input type="text" value="15,000"/>
* Amended Bond?:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Date of Bond:	<input type="text" value="02/04/2020"/>
* Guardian(s) Limitations?:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Bond Company:	<input type="text" value="abc bond company"/>

NOTE: The ‘Amended Judgment Date’ and ‘Noticing Date’ fields can only be updated by Program Coordinators.

Estate Value

This section tracks the value of the guardianship estate over the life of the case.

'Initial Estate Value' is the value of the estate at the beginning of the case.

'Current Net Estate Value' is the value of the estate as reported by the guardian(s) in their periodic reports (Annual Report, EZ Accounting, Comprehensive Accounting, SS Representative Payee Report).

NOTE: The values displayed in the table are captured:

- 1) when reports are uploaded to the Case Jacket; and
- 2) if the 'Net Estate Value' field is updated in Report Review during the review process.

▼ Estate Value		Initial Estate Value: \$ 100,000	Current Net Estate Value: \$ 83,500
		Initial Estate Value: 100,000	
Date	Estate Value	Action	Entered By
02/18/2019	\$83,500	EZ Accounting Report	susan.flynn
02/15/2018	\$90,000	EZ Accounting Report	susan.flynn
03/08/2017	\$100,000	Inventory Report	susan.flynn
12/31/2016	\$75,000	Case Initiation Documents	susan.flynn

▼ Estate Value		Initial Estate Value: \$ 100,000	Current Net Estate Value: \$ 76,450
		Initial Estate Value: 100,000	
Date	Estate Value	Action	Entered By
02/14/2020	\$76,450	EZ Accounting Report	susan.flynn
02/18/2019	\$83,500	EZ Accounting Report	susan.flynn
02/15/2018	\$90,000	EZ Accounting Report	susan.flynn
03/08/2017	\$100,000	Inventory Report	susan.flynn
12/31/2016	\$75,000	Case Initiation Documents	susan.flynn

Incapacitated Person (IP) Profile

The information about the IP is contained in the profile.

If the IP's address changes, or other information changes, updates are captured on this screen. Click 'Save' to save any changes.

NOTE: if the IP's current residence is not the same as home address, select 'No' and enter the current residence address. For example, if the IP is temporarily residing in a medical facility.

▼ Incapacitated Person (IP) Profile WILLIAM WATTS STATUS: ACTIVE

* First Name: Middle Name: * Last Name: Suffix:

Alias Phone

Home Address:
 * Address Line 1: Address Line 2:
 * City: * State: * Zip Code:

* Current Residential Arrangement:
 * Current Residence same as Home Address?: Yes No

Click Ctrl + Left Click to select multiple entries

* Disability:
 Social Security Number: Date of Birth:

* Gender: Marital Status: Date of Death:

Additional Profile Info:

✓ Updated Incapacitated Person successfully

▼ Case Details County Docket No.: p-456-20

County: **BERGEN** Status: **ACTIVE** Date Filed: **01/08/2020**

▶ Judgment 02/04/2020

▶ Estate Value Initial Estate Value: \$ Current Net Estate Value: \$

▼ Incapacitated Person (IP) Profile WILLIAM WATTS

* First Name: Middle Name: * Last Name:

Alias Phone

Home Address:
 * Address Line 1: Address Line 2:
 * City: * State: * Zip Code:

* Current Residential Arrangement:

* Current Residence same as Home Address?: Yes No

* Address Line 1: Address Line 2:
 * City: * State: * Zip Code:

IP Attorney Profile

This is the attorney who represented the IP during the guardianship action.

The 'STATUS' on the right side of the profile indicates whether the attorney was discharged from representing the IP after the Judgment was entered. If the attorney was discharged, the status should be 'INACTIVE'. If the attorney was not discharged, the status should be 'ACTIVE'. Refer to Paragraph 13 of the Model Judgment.

If a new attorney is appointed to represent the IP, or if the wrong attorney is associated to the case, replace the attorney by entering the correct Attorney Bar ID and clicking 'Search'. Select the radio button for the correct attorney and click 'Save'. If the Bar ID is not known, use the 'Search Attorney Index' link.

▼ IP Attorney Profile
TEST ERIC BRAND III
STATUS: INACTIVE

Attorney Bar ID: 2
1 [Search Attorney Index](#)

Select	Attorney Name	Firm Name	Firm Address
<input checked="" type="radio"/>	TEST ERIC BRAND III	CARTER LEDYARD & MILBURN, LLP	2 WALL STREET NEW YORK CITY NY 10005

First Name: Middle Name: Last Name: Suffix:

NJ Attorney ID: * Discharged?: Yes No

IP Attorney Firm:

Address Line 1:
 City:

Address Line 2:
 State:

Zip Code:

Phone 1:
 Email Address 1:

Phone 2:
 Email Address 2:

If no attorney is associated with a case, follow the instructions above to add the attorney, if the information is available. If not, leave this section blank.

If an attorney is associated to the case but is “unselected” as shown to the right, it means that a change has been made to the attorney profile in the attorney registration system. Select the radio button and click ‘Save’ to remedy this.

NOTE: if an attorney is active (not discharged from representing the IP) and is unselected, then no overdue notices will be sent to him/her. It is important to re-select they attorney so that any overdue notices are sent.

NOTE: only 1 attorney can be associated to a case.

▼ IP Attorney Profile STATUS:

Attorney and Firm details are not associated with this docket number.

Attorney Bar ID: [Search Attorney Index](#)

▼ IP Attorney Profile STATUS: INACTIVE

Attorney Bar ID: [Search Attorney Index](#)

Select	Attorney Name	Firm Name	Firm Address
<input type="radio"/>	NANCY L HOLM	SURENIAN, EDWARDS & NOLAN LLC	707 UNION AVENUE SUITE 301 BRIELLE NJ 087300000

Guardian Profiles

- 1) Each guardian has his/her own profile page.
- 2) Appointment Date: the filed date of the Letters of Guardianship (qualification documents). If this is blank, the Letters have not been uploaded to Case Jacket.
- 3) Status: ACTIVE means the person is currently serving as guardian. INACTIVE means the person has been discharged or removed by the court.
- 4) 'New Qualification Required?': if this box is checked, no Letters have been received for the guardian.

This box clears when:

- Letters are uploaded; OR
- An overdue notice has been sent to the guardian

▼ Guardian Profile		1 PAUL PIERCE	2 Appointment Date:	3 STATUS: ACTIVE
* Party Type:	Guardian of Person	Middle name:		Party Action: ACTIVE
* First Name:	Paul	* Last Name:	Pierce	Suffix:
Alias +	Appointment Date:			
* New Qualification Required?:	<input checked="" type="checkbox"/> (Noticing will occur based on most recent Judgment Date value.)		4	
* Is the Guardian an Attorney?:	<input type="radio"/> Yes <input checked="" type="radio"/> No			
* Address Line 1:	Ave A	Address Line 2:		
* City:	Appleton	* State:	NJ	* Zip Code:
Phone 1:		Phone 2:		22222
Email Address 1:		Email Address 2:		
Social Security Number:		Date of Birth:		Relationship to IP:
Gender:				
Interpreter Needed?:	<input type="radio"/> Yes <input type="radio"/> No			
Additional Profile Info:				
				Cancel Save

Making updates to guardian profiles:

If an update needs to be made, make the change and click 'Save'.

NOTE: if a guardian is discharged or removed by the court, use 'Party Action' to change the status from ACTIVE to INACTIVE.

Inactive guardians do not receive overdue notices sent out on the case.

▼ Guardian Profile		PAUL PIERCE	Appointment Date:	STATUS: ACTIVE
* Party Type:	Guardian of Person	Middle name:	* Last Name:	Party Action:
* First Name:	Paul		Pierce	INACTIVE ACTIVE
Alias +		Appointment Date:		▼
* New Qualification Required?: <input checked="" type="checkbox"/> (Noticing will occur based on most recent Judgment Date value.)				
* Is the Guardian an Attorney?: <input type="radio"/> Yes <input checked="" type="radio"/> No				
* Address Line 1:	Ave A	Address Line 2:		
* City:	Appleton	* State:	NJ	* Zip Code:
Phone 1:		Phone 2:		22222
Email Address 1:		Email Address 2:		
Social Security Number:		Date of Birth:		Relationship to IP:
Gender:	▼			▼
Interpreter Needed?: <input type="radio"/> Yes <input type="radio"/> No				
Additional Profile Info: <input type="text"/>				
				Cancel Save

Case Action

The 'Case Action' twisty permits an open (active) case to be closed or deleted, or a closed case to be re-opened.

To close a case:

- 1) Select 'Close Case';
- 2) Select the reason for the closure and complete the other fields that display depending on the reason; and
- 3) Click 'Save'

To delete a case:

- 1) Select 'Delete Case';
- 2) Select the reason for deletion; and
- 3) Click 'Save'

NOTE: once a case is deleted, it cannot be re-opened. This is to be used only for cases incorrectly entered eCourts.

▼ Case Action

* Case Action: 1

* Case Closed Reason: 2

Transferred to other state
 Transferred to other county
 Case Dismissed/Withdrawn
 Incapacitated Person returned to capacity
 Incapacitated Person died

Guardian +

Cancel Save 3

▼ Case Action

* Case Action: 1

* Case Delete Reason: 2

Wrong Docket Number
 Duplicate Case
 Other

Cancel Save 3

To re-open a closed case, select 'Reopen Case' and click 'Save'.

▼ Case Details	County Docket No.: P890116	View Case Jacket
County: MERCER	Status: CLOSED	Date Filed: 07/21/1998
▶ Judgment	06/15/2017	
▶ Estate Value	Initial Estate Value: \$	Current Net Estate Value: \$
▶ Incapacitated Person (IP) Profile	JOHN WELLS	STATUS: INACTIVE
▶ IP Attorney Profile	JOSEPH E KRAKORA	STATUS: INACTIVE
▶ Guardian Profile	ELLIS SHAFFER	Appointment Date: STATUS: INACTIVE
▶ Guardian Profile	ELLIS SHAFFER	Appointment Date: 04/04/2017 STATUS: INACTIVE
▶ Guardian Profile	BARBARA WELLS	Appointment Date: STATUS: INACTIVE
▶ Guardian Profile	WELLS FARGO	Appointment Date: STATUS: INACTIVE
▼ Case Action		
* Case Action:	<input type="button" value="Reopen Case"/>	
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>

Adding a Guardian

If a guardian needs to be added to an existing case, click Guardian , then:

- 1) Enter the name of the guardian;
- 2) Click 'Search';
- 3) If results display in Search Results, select the radio button next to the correct guardian; and
- 4) Click 'Continue'

NOTE:

- If the guardian does not already exist in the system, no results will display and 'Add New Guardian' is selected.
- If none of the guardians displayed in the search results are the correct person, also select 'Add New Guardian'.
- A guardian profile can be updated. *Do not* 'Add New Guardian' if guardian information needs to be updated.

Judiciary eCourts System - Guardianship Home | Help

New Jersey Courts
 Independence • Integrity • Fairness • Quality Service

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

Case Search Report Review

Manage Case

▼ Case Details County Docket No.: p-456-20 [View Case Jacket](#)

County: BERGEN Status: ACTIVE Date Filed: 01/08/2020

▶ Judgment 02/04/2020

▶ Estate Value Initial Estate Value: \$ Current Net Estate Value: \$

▶ Incapacitated Person (IP) Profile WILLIAM WATTS STATUS: ACTIVE

▶ IP Attorney Profile TEST ERIC BRAND III STATUS: INACTIVE

▶ Guardian Profile PAUL PIERCE Appointment Date: STATUS: ACTIVE

▶ Case Action

Guardian  

[Find New Case](#)

▼ Guardian Profile

* Search By: Party Name ▼ * Guardian First Name: * Guardian Last Name:

Search Results

Select	Party Name	Address	Phone 1	DOB	NJ Attorney ID
<input type="radio"/>	Martin Morse	Court St Montclair 08833			
<input type="radio"/>	Martin Morse	Court St Montclair 08833			
<input checked="" type="radio"/> 3	Martin L Morse	Court St Montclair 08833	2015556666	09/07/1983	

4

Completing the guardian profile:

- 1) Select the appropriate party type;
- 2) Answer 'Is the Guardian an Attorney?';
- 3) Click 'Save'

NOTE: if other information needs to be updated, make those updates on this page.

A success message will display, and the newly added guardian will display.

Guardian Profile

*Party Type: Guardian of Estate
Guardian of Person
Guardian of Person and Estate 1 Appointment Date:

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

Alias +

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

*Is the Guardian an Attorney?: Yes No 2

*Address Line 1: Address Line 2:

*City: *State: *Zip Code: 📍

Phone 1: Phone 2:

Email Address 1: Email Address 2:

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

Gender:

Interpreter Needed?: Yes No

Additional Profile Info:

3

Manage Case

✔ Added New Guardian successfully ↖

Case Details	County Docket No.: p-456-20	View Case Jacket
County: BERGEN	Status: ACTIVE	Date Filed: 01/08/2020
Judgment	02/04/2020	
Estate Value	Initial Estate Value: \$	Current Net Estate Value: \$
Incapacitated Person (IP) Profile	WILLIAM WATTS	STATUS: ACTIVE
IP Attorney Profile	TEST ERIC BRAND III	STATUS: INACTIVE
Guardian Profile	PAUL PIERCE	Appointment Date: STATUS: ACTIVE
Guardian Profile	MARTIN L MORSE	Appointment Date: STATUS: ACTIVE
Case Action	Guardian +	

Legacy cases

Cases that were created in the old system ("GMS" or the Guardianship Monitoring System), have a blue message reminding users to check the reporting requirements to ensure that they are accurate.

Please review these cases to update reporting requirements if necessary:

- 1) Open the Judgment twisty
- 2) If 'Annual Report' is selected, make sure that is the report ordered in the Judgment.
- 3) If the Judgment orders a Well-Being Report and/or an EZ Accounting, Comprehensive Accounting or Social Security Representative Payee Report, make those updates and click 'Save'.

eCOURTS HOME CASE MANAGEMENT UPLOAD DOCUMENT CASE JACKET	User: :																																												
Case Search Report Review																																													
<h3>Manage Case</h3>																																													
Legacy Guardianship Monitoring System (GMS) case: Review latest judgment(s) to verify and/or update reporting requirements below.																																													
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