

eCourts Guardianship


Adding a Guardian Overview November 2020

Confidentiality Notice

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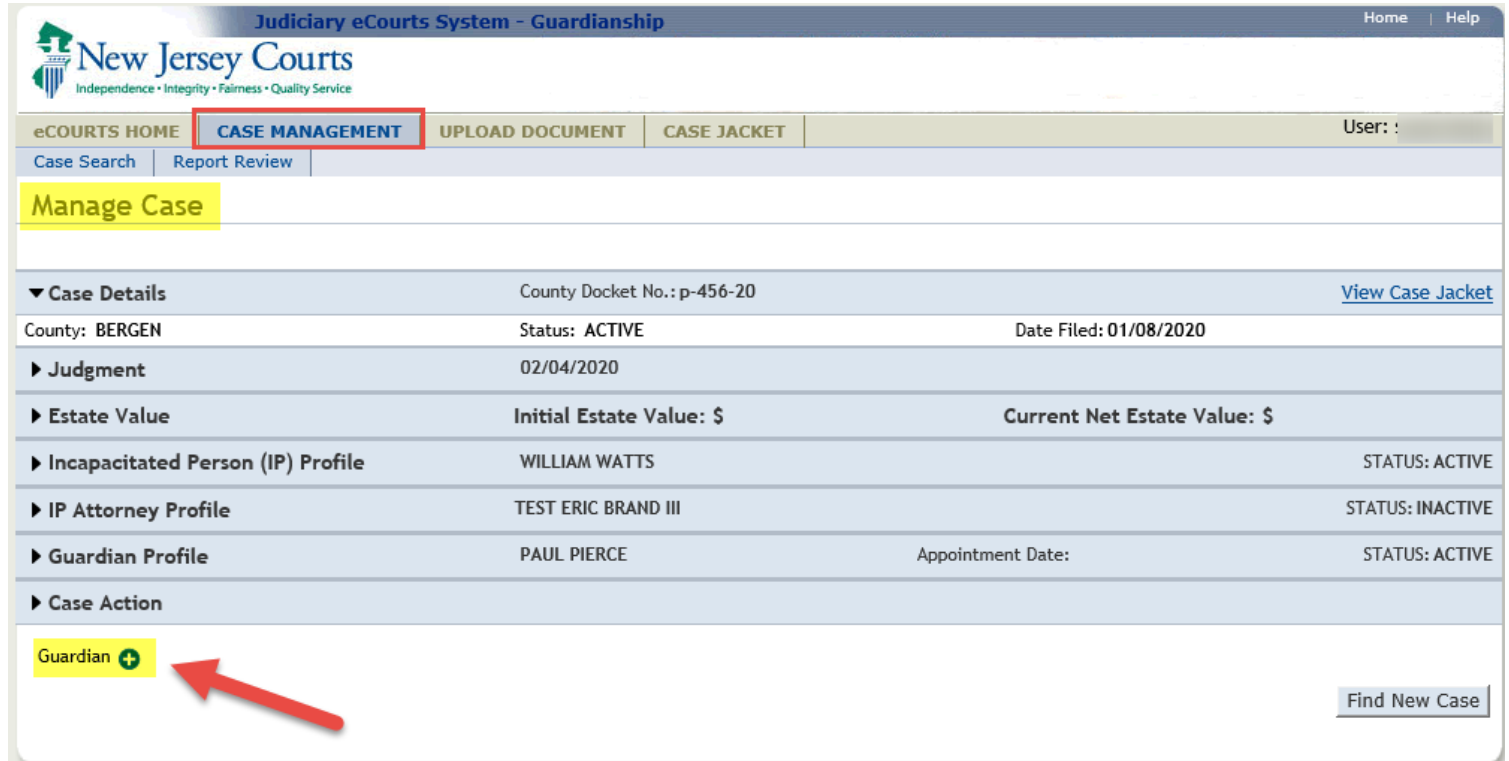
Adding a Guardian

To add a guardian to an existing case, click on the Case Management tab and click  .

For new case creation, follow the usual steps and refer to the following when you reach the guardian profile section.

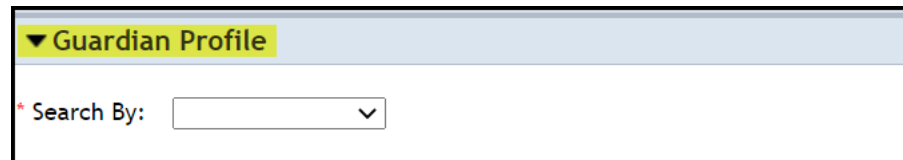
NOTE: guardians can be individuals or institutions.

Existing case:



The screenshot shows the 'Judiciary eCourts System - Guardianship' interface. The 'CASE MANAGEMENT' tab is highlighted in red. Below the navigation bar, the 'Manage Case' section is visible. The case details include: County: BERGEN, Status: ACTIVE, Date Filed: 01/08/2020, Judgment: 02/04/2020. The guardian profile section lists: WILLIAM WATTS (STATUS: ACTIVE), TEST ERIC BRAND III (STATUS: INACTIVE), and PAUL PIERCE (Appointment Date: , STATUS: ACTIVE). A yellow 'Guardian +' button is highlighted with a red arrow pointing to it.

New case creation:



The screenshot shows the 'Guardian Profile' section for new case creation. It features a search dropdown menu labeled 'Search By:' with a downward arrow icon.

Adding an Institution as a Guardian

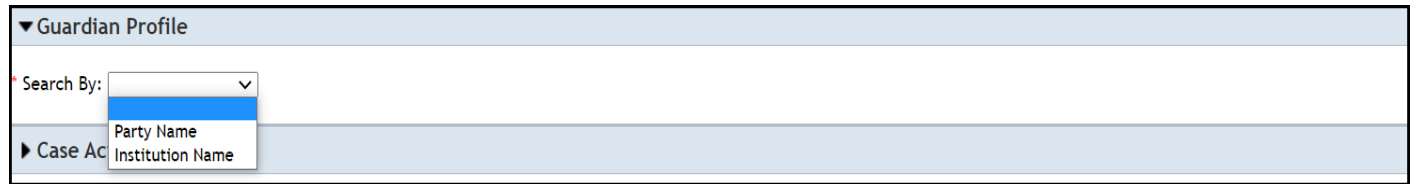
If an institution is named as the guardian, add the institution name, **not** the name of the head of the institution.

To add an institution, select 'Institution Name'.

Institutions are listed in the dropdown menu.

To search, enter the first few letters of the institution name.

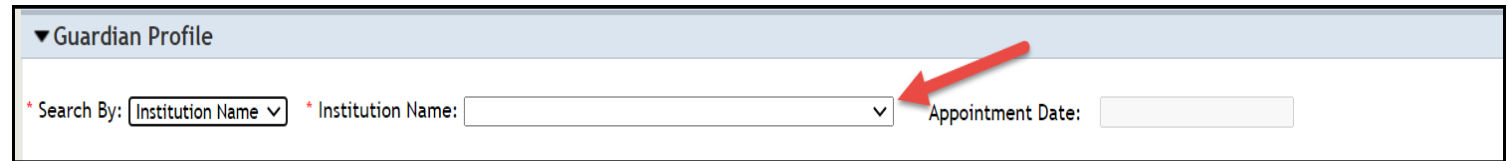
Example: enter "OF" to locate Office of the Public Guardian, or "VA" to locate Valley National Bank Trust Dept.



▼ Guardian Profile

* Search By:

► Case AC



▼ Guardian Profile

* Search By: * Institution Name: Appointment Date:

- KESSLER INSTITUTE FOR REHABILITATION
- JEWISH HOME AT ROCKLEIGH
- BUREAU OF GUARDIANSHIP SERVICES
- BUTTONWOOD HOSPITAL
- BURLINGTON COUNTY BOARD OF SOCIAL SERVICES
- VALLEY NATIONAL BANK TRUST DEPT
- JEWISH FAMILY SERVICES, INC
- GREENWOOD HOUSE HOME FOR THE JEWISH AGED
- DELAIRE NURSING AND CONVEL. CENTER
- ARMENIAN NURSING AND REHAB CENTER
- PUBLIC DEFENDER
- STATE OF NJ DEPT OF LAW AND PUBLIC SAFETY-DIV OF LAW
- WANAQUE NURSING AND REHAB CTR
- BEACON TRUST COMPANY
- PLANNED LIFETIME ASSISTANCE NETWORK OF NEW JERSEY
- OFFICE OF THE PUBLIC GUARDIAN**
- DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES
- LLANFAIR HOUSE
- BRISTOL MANOR
- BANCROFT
- NORTHWESTERN MUTUAL WEALTH MANAGEMENT
- ARC PLANNING AND GUARDIANSHIP CORPORATION
- GOLDEN LIVING CENTER
- ELMORA HILLS HEALCARE AND REHAB CTR
- LINWOOD CARE CENTER
- ESSEX COUNTY ADJUSTER
- ESSEX COUNTY HOSPITAL CENTER
- WOODBINE DEVELOPMENTAL CENTER
- ADULT ADVOCACY AND REPRESENTION INC
- PUBLIC ADVOCATE NOW KNOWN AS PUBLIC DEFENDER

Institutions Continued


Once selected, the information for that institution will be automatically populated in the profile fields.

Select the 'Party Type' and Click 'Save' and the profile is complete.

No additional data entry is required.

▼ Guardian Profile

* Search By: * Institution Name: Appointment Date:

* Party Type: 

Institution Name: Institution Type:

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

Address Line 1: Address Line 2:

City: State: Zip Code:

Phone 1: Phone 2:

Email Address 1: Email Address 2:

Additional Profile Info:

Specific Institutions

Bureau of Guardianship Services (“BGS”) and Office of the Public Guardian (“OPG”) are often appointed as guardians in NJ.

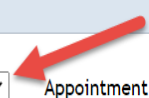
Bureau of Guardianship Services

If BGS is appointed, **do not** add Jessica Anastasi as the guardian.

From the dropdown menu, type “B” on the keyboard; continue tapping the “B” key until Bureau of Guardianship Services displays.

▼ Guardian Profile

* Search By: * Institution Name: Appointment Date:

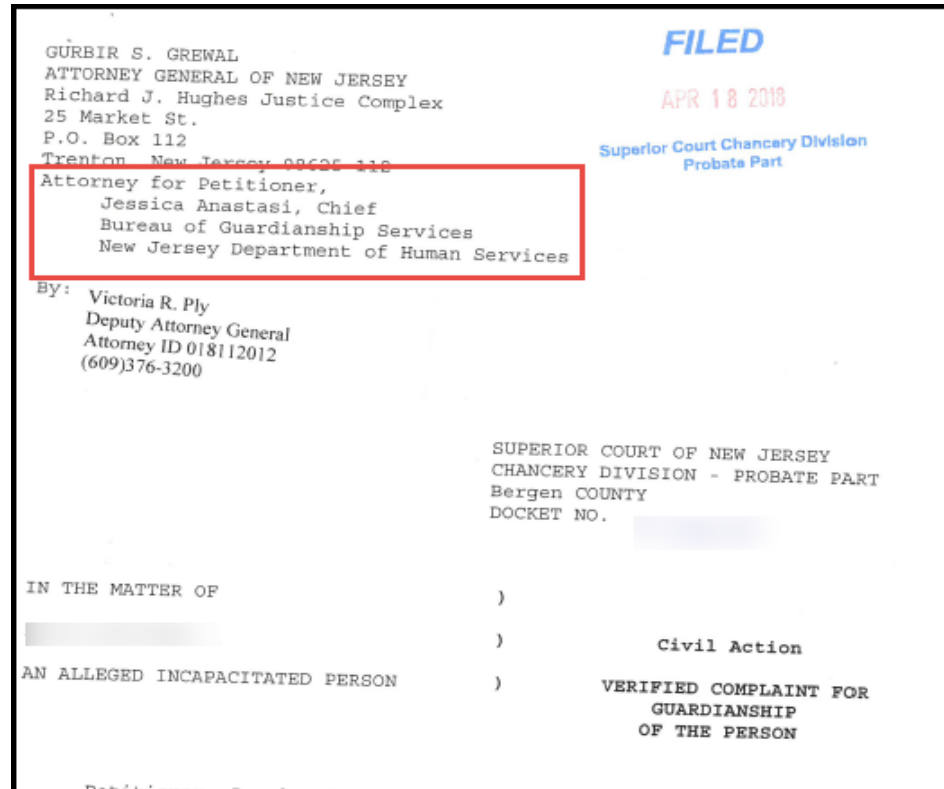


- MASONIC HOME OF NJ
- WELLS FARGO WEALTH MANAGEMENT
- JCC OF CENTRAL NEW JERSEY
- BRYN MAWR TRUST COMPANY
- ARC OF BURLINGTON COUNTY
- ATTORNEY GENERAL OF NJ, DEPT OF HUMAN SERVICES
- BLAIKIE GROUP BONDING COMPANY
- GREEN BROOK REGIONAL CENTER
- WOODCREST HEALTH CARE CENTER
- WARREN ARC GROUP HOME
- OCEAN FIRST BANK N.A.
- THE STERLING CARE GROUP, INC.
- BERGEN CTY BOARD OF SOC SVCS
- KESSLER INSTITUTE FOR REHABILITATION
- JEWISH HOME AT ROCKLEIGH
- BUREAU OF GUARDIANSHIP SERVICES**
- BUTTONWOOD HOSPITAL
- BURLINGTON COUNTY BOARD OF SOCIAL SERVICES
- VALLEY NATIONAL BANK TRUST DEPT
- JEWISH FAMILY SERVICES, INC
- GREENWOOD HOUSE HOME FOR THE JEWISH AGED
- DELAIRE NURSING AND CONVEL. CENTER
- ARMENIAN NURSING AND REHAB CENTER
- PUBLIC DEFENDER
- STATE OF NJ DEPT OF LAW AND PUBLIC SAFETY-DIV OF LAW
- WANAQUE NURSING AND REHAB CTR
- BEACON TRUST COMPANY
- PLANNED LIFETIME ASSISTANCE NETWORK OF NEW JERSEY
- OFFICE OF THE PUBLIC GUARDIAN
- DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES

The names below should all be entered as Bureau of Guardianship Services:

- Jessica Anastasi, Chief Bureau of Guardianship Services NJ Department of Human Services
- Dept. of Human Services, Bureau of Guardian Services
- Dept. of Human Services, Division of Disability Services
- Guardianship Services, Bureau of Division of Developmental Disabilities

Sample pleading filed by Bureau of Guardianship Services:



Office of the Public Guardian

If OPG is appointed, **do not** add Helen Dodick as the guardian.

From the dropdown menu, type enter "OF" to locate Office of the Public Guardian.

▼ Guardian Profile

* Search By: * Institution Name: Appointment Date:



- KESSLER INSTITUTE FOR REHABILITATION
- JEWISH HOME AT ROCKLEIGH
- BUREAU OF GUARDIANSHIP SERVICES
- BUTTONWOOD HOSPITAL
- BURLINGTON COUNTY BOARD OF SOCIAL SERVICES
- VALLEY NATIONAL BANK TRUST DEPT
- JEWISH FAMILY SERVICES, INC
- GREENWOOD HOUSE HOME FOR THE JEWISH AGED
- DELAIRE NURSING AND CONVEL. CENTER
- ARMENIAN NURSING AND REHAB CENTER
- PUBLIC DEFENDER
- STATE OF NJ DEPT OF LAW AND PUBLIC SAFETY-DIV OF LAW
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- LLANFAIR HOUSE
- BRISTOL MANOR
- BANCROFT
- NORTHWESTERN MUTUAL WEALTH MANAGEMENT
- ARC PLANNING AND GUARDIANSHIP CORPORATION
- GOLDEN LIVING CENTER
- ELMORA HILLS HEALCARE AND REHAB CTR
- LINWOOD CARE CENTER
- ESSEX COUNTY ADJUSTER
- ESSEX COUNTY HOSPITAL CENTER
- WOODBINE DEVELOPMENTAL CENTER
- ADULT ADVOCACY AND REPRESENTATION INC
- PUBLIC ADVOCATE NOW KNOWN AS PUBLIC DEFENDER

The names below should all be entered as Office of the Public Guardian:

- Helen C. Dodick, Acting Public Guardian for Elderly of NJ
- Dept. of Health and Senior Services
- Guardian, Public
- Guardian, Office of the Public Guardian
- Public Guardian for Elderly Adults of New Jersey

Sample Letters of Guardianship for OPG:

State of New Jersey
Bergen County Surrogate's Court

In the matter of the Guardianship of:
_____, an Incapacitated Person

}

LETTERS
OF
GUARDIANSHIP

I, **Michael R. Dressler**, Surrogate of Bergen County, in the State of New Jersey, do hereby **certify** that on October 5, 2018, the Superior Court, Chancery Division, Probate Part, Bergen County, appointed **Helen C. Dodick, Acting Public Guardian for Elderly of NJ or her successors** as **Guardian of the Property Only** of the above-referenced Incapacitated Person, but he/she/they may not alienate, mortgage, transfer or otherwise encumber or dispose of real property without court approval.

Adding an Individual as a Guardian

If the guardian is an individual, select 'Party Name'.

Adding a guardian already in the system:

1. Enter the name
2. Click 'Search'
3. Select the radio button in 'Search Results'
4. Click 'Continue'

NOTE: If the guardian is in the system but the profile information requires an update, select the radio button and update the information in the guardian profile. **Do not** add a new guardian profile because that will create a duplicate in the system.

▼ Guardian Profile

* Search By:

▶ Case AC

▼ Guardian Profile

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

Search Results Only select 'Add New Guardian' if the guardian profile does not exist in the system. To add a guardian with an existing profile, select the radio button next to the guardian's name and click Continue.

Select	Party Name : 0	Address	Phone 1	DOB
<input checked="" type="radio"/>	molly jones	BEACHAVE SHORE NJ 76543		

Adding a new guardian:

1. Enter the name
2. Click 'Search'
3. If there are no matching names, a message will display
4. Click 'Add New Guardian'

TIP: full or partial name searches can be performed. Using a partial name will return more results and reduce the chance of creating a duplicate profile in the system.

Only select 'Add New Guardian' if there is no profile for the guardian in the system.

✖ No parties found. 3

▼ 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: \$ 100,000	Current Net Estate Value: \$ 100,000
▶ Incapacitated Person (IP) Profile	WILLIAM WATTS	STATUS: ACTIVE
▶ IP Attorney Profile	TEST ERIC BRAND III	STATUS: INACTIVE
▶ Guardian Profile	ERNIE BANKS	Appointment Date: 02/04/2020 STATUS: ACTIVE
▶ Guardian Profile	MARTIN L MORSE	Appointment Date: STATUS: ACTIVE
▼ Guardian Profile	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="margin-bottom: 5px;"> * Search By: <input type="text" value="Party Name"/> </div> <div style="margin-bottom: 5px;"> * Guardian First Name: <input type="text" value="Gloria"/> </div> <div style="margin-bottom: 5px;"> * Guardian Last Name: <input type="text" value="Garwood"/> </div> <div style="margin-bottom: 5px;"> <input type="button" value="Reset"/> <input type="button" value="Search"/> </div> </div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <input type="button" value="Cancel"/> <input style="margin-left: 10px;" type="button" value="Add New Guardian"/> <input style="margin-left: 10px;" type="button" value="Continue"/> </div>	

Only select 'Add New Guardian' if there is no profile for the guardian in the system. Doing multiple searches, with full and partial name, is recommended.

Same Name, Different Person

If 'Search Results' displays a guardian with the same name, but it is not the guardian to be added to the case, **do not** select the radio button. Compare the address, phone number and DOB fields, and consider whether the guardian is one likely to be entered on multiple cases. For example, attorneys are frequently appointed as guardians on multiple cases.

If a new profile is required, select 'Add New Guardian' and complete the profile as shown below.

NOTE: Contact your Program Coordinator if a mistake is made in the addition or updating of a guardian profile.

▼ Guardian Profile 1

* Search By: Party Name * Guardian First Name: Molly * Guardian Last Name: Jones Reset Search 2

Search Results Only select 'Add New Guardian' if the guardian profile does not exist in the system. To add a guardian with an existing profile, select the radio button next to the guardian's name and click Continue.

Select	Party Name : 0	Address	Phone 1	DOB
<input type="radio"/>	molly jones	BEACHAVE SHORE NJ 76543		

Cancel
Add New Guardian
Continue 3

Saving and updating

Once the guardian has been added, complete the profile.

For a brand new guardian, complete all required fields and click 'Save'.

To save an existing guardian to a case, complete the required fields:

- 'Party Type'
- 'Is the Guardian an Attorney?'

Make any updates (i.e., adding a phone number).

Click 'Save'.

Guardian Profile

*Party Type: 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: 3 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:

Existing guardian:


Guardian Profile

*Party Type:  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 

*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: