

**Entering an Amended Judgment**

Refer to the caption of the document for guidance in determining whether the document is an amended judgment. Typically, an Amended Judgment makes changes to some or all of the following: 1) guardian (adding or removing); 2) guardianship type; 3) reporting requirements.

**NOTE:** The caption may be "Order" or "Judgment" so always read the document. At right is a sample from the proposed model Amended Judgment form.

Once you have determined that an Amended Judgment must be entered on the case, proceed to the Upload Document tab.

☐  
 ☐  
*In the Matter of:* ☐  
 \_\_\_\_\_, ☐  
 an Incapacitated Person ☐  
 ☐

Superior Court of New Jersey ☐  
 Chancery Division - Probate Part ☐  
 ☐ \_\_\_\_\_ County ☐  
 Docket No. ☐ \_\_\_\_\_ ☐  
**Civil Action** ☐  
**AMENDED JUDGMENT OF** ☐  
**Incapacity And Appointment Of** ☐  
**Guardian(s) Of The Person/Estate** ☐

**THIS MATTER** being opened to the Court by \_\_\_\_\_, plaintiff(s), by and through his/her attorney, \_\_\_\_\_ in the presence of \_\_\_\_\_, attorney for the incapacitated person, and \_\_\_\_\_, the incapacitated person, and initial judgment of incapacity being entered on \_\_\_\_\_ appointing \_\_\_\_\_ to serve as Guardian(s) of the Person/ Estate (Property) of \_\_\_\_\_, a copy of which is attached hereto. ☐

IT IS on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, **ORDERED AND ADJUDGED** that: ☐

[eCOURTS HOME](#)

[CASE MANAGEMENT](#)

[UPLOAD DOCUMENT](#)

[CASE JACKET](#)

### Search for an Existing Case

Only alphabetic characters can be entered in name fields.

#### Enter a New Case/File on an Existing Case

Search for County Docket Number (exact): \*

OR

Search for Incapacitated Person: \* First Name  \* Last Name

OR

Enter a new case:

## Searching

Use the Upload Document tab to search for a case by Docket Number or IP Name (full or partial) and select 'Search'.

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

 County Docket# is Required

If there are multiple search results, select the radio button next to the appropriate case, and click 'Continue'. (For addition discussion of multiple results, see the Case Management User Manual)

**Process**

1. If the Amended Judgment appoints 1 or more new guardians, click the Guardian + icon.

**NOTE:** If a new guardian is appointed in an amended judgment, then adding that guardian at upload becomes part of the normal workflow. However, the Guardian + icon will display and allow adding a new guardian for any document uploaded.

2. Select the type of name to search by and click 'Continue'.

View Case Details

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▼ Case Details	County Docket No.: MID-0022	<a href="#">View Case Jacket</a>
County: MIDDLESEX	Status: ACTIVE	Date Filed: 10/28/2015
▶ Judgment	10/29/2015	
▶ Estate Value	Initial Estate Value: \$	Current Net Estate Value: \$
▶ Incapacitated Person (IP) Profile	SAM SHEPARD	STATUS: ACTIVE
▶ Guardian Profile	ALICE SHEPARD	Appointment Date: STATUS: ACTIVE
Guardian +		

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Search for Guardian

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▼ Case Details	County Docket No.: MER2017-26	<a href="#">View Case Jacket</a>
County: MERCER	Status: ACTIVE	Date Filed: 03/01/2017
▶ Judgment	03/08/2017	
▶ Incapacitated Person (IP) Profile	SHARON SHELL	STATUS: ACTIVE
▶ IP Attorney Profile	LLOYD STEPHEN BRAUN	STATUS: ACTIVE
▶ Guardian Profile	RICHARD RICHARDS	Appointment Date: 03/06/2019 STATUS: ACTIVE
▼ Guardian Profile		

\* Search By: Party Name Institution Name

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3. Enter the 'Guardian First Name' and 'Guardian Last Name', then click 'Search'.

A. If a match is found, a list of Search Results will display. Confirm the results shown and select the guardian, if applicable, and click 'Continue' to proceed to the Guardian Profile.

**NOTE:** This step is to ensure that a duplicate guardian record is not created.

Additional searches can be performed by clicking the reset button and entering new search criteria.

B. If no match is found, click 'Add New Guardian' to create a new guardian record and proceed to the Guardian Profile.

C. Complete the guardian profile(s).

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eCOURTS HOME CASE MANAGEMENT UPLOAD DOCUMENT CASE JACKET User: Sabrina.LewisAllen

Search for Guardian

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▼ Case Details County Docket No.: MER2017-26 [View Case Jacket](#)

County: MERCER Status: ACTIVE Date Filed: 03/01/2017

▶ Judgment 03/08/2017

▶ Incapacitated Person (IP) Profile SHARON SHELL STATUS: ACTIVE

▶ IP Attorney Profile LLOYD STEPHEN BRAUN STATUS: ACTIVE

▶ Guardian Profile RICHARD RICHARDS Appointment Date: 03/06/2019 STATUS: ACTIVE

▶ Guardian Profile MANNY MORSE Appointment Date: STATUS: ACTIVE

▼ Guardian Profile

\* Search By: Party Name ▼ \* Guardian First Name: Susan \* Guardian Last Name: Flynn Reset Search

Search Results

Select	Party Name	Address	Phone 1	DOB	NJ Attorney ID
<input checked="" type="radio"/>	Susan Flynn	COURT ST HAMILTON 55443			

Back Add New Guardian Continue

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Search for Guardian

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✖ No parties found.

▼ Case Details County Docket No.: MER2017-26 [View Case Jacket](#)

County: MERCER Status: ACTIVE Date Filed: 03/01/2017

▶ Judgment 03/08/2017

▶ Incapacitated Person (IP) Profile SHARON SHELL STATUS: ACTIVE

▶ IP Attorney Profile LLOYD STEPHEN BRAUN STATUS: ACTIVE

▶ Guardian Profile RICHARD RICHARDS Appointment Date: 03/06/2019 STATUS: ACTIVE

▼ Guardian Profile

\* Search By: Party Name ▼ \* Guardian First Name: Manny \* Guardian Last Name: Morse Reset Search

Back Add New Guardian Continue

- 'New Qualification Required?' will default to checked.
  - If Qualification Documents are not timely uploaded, an overdue notice will be sent.
  - The check will automatically clear when Qualification Documents are uploaded OR after an overdue notice is sent.
- D. Click 'Continue' to navigate to the Upload Documents screen.

**NOTE:** The guardian(s) are not saved at this point; exiting before uploading a document results in the loss of guardian profile data.

4. If the Amended Judgment does not appoint a new guardian, click 'Continue' to navigate to the Upload Documents screen.

**▼ Guardian Profile**

\*Party Type:  Appointment Date:

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

Alias

\* 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:

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Add New Guardian

Added New Guardian successfully

<b>▼ Case Details</b>	County Docket No.: MER2017-26	<a href="#">View Case Jacket</a>
County: MERCER	Status: ACTIVE	Date Filed: 03/01/2017
▶ Judgment	03/08/2017	
▶ Incapacitated Person (IP) Profile	SHARON SHELL	STATUS: ACTIVE
▶ IP Attorney Profile	LLOYD STEPHEN BRAUN	STATUS: ACTIVE
▶ Guardian Profile	RICHARD RICHARDS	Appointment Date: 03/06/2019 STATUS: ACTIVE
▶ Guardian Profile	MANNY MORSE	Appointment Date: STATUS: ACTIVE

Guardian

5. To upload an Amended Judgment, select 'Amended Judgment' from the Document Type dropdown menu. **NOTE:** it is important to select the correct document type for noticing and Case Management purposes. Do not use any other document type for an Amended Judgment.
- 'Filed Date' is the stamped filed date.
- 'Supplemental Inventory Required?' – check the Amended Judgment to determine whether it directs the guardian to file an Inventory Report. Select 'Yes' or 'No' as appropriate. **NOTE:** see Paragraph 5 of the proposed model Amended Judgment form.
- 'Noticing Date' – check the Amended Judgment to determine which date will be used for purposes of calculating the due dates for required periodic reports. It will always be either the Initial Judgment

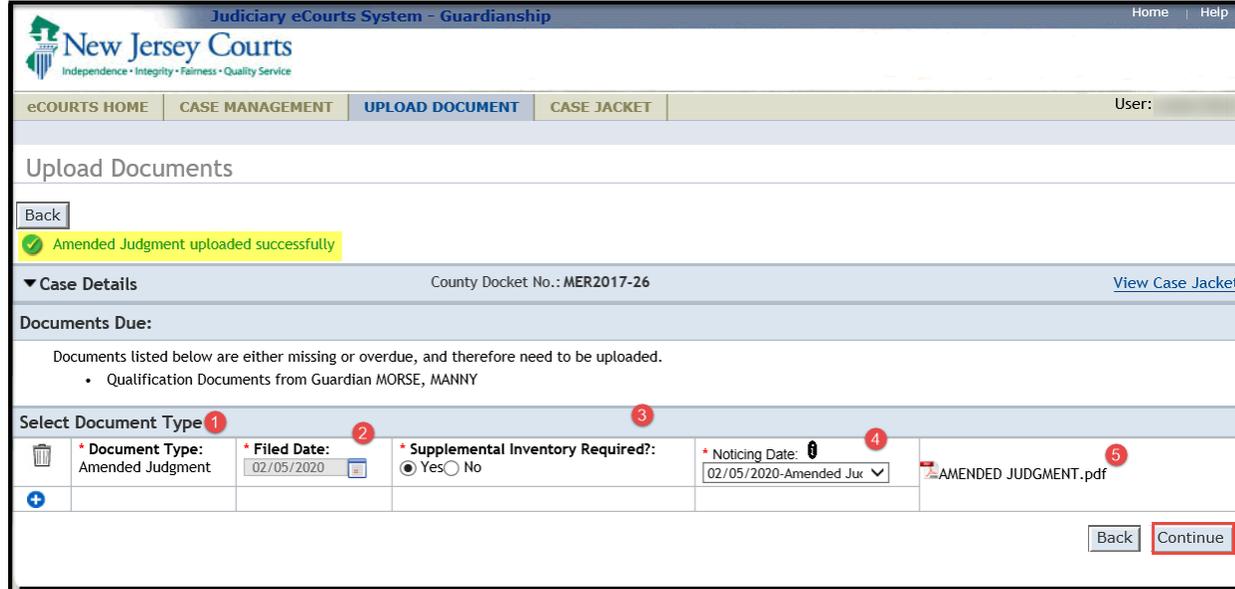
5. → INVENTORY: The Guardian(s) of the Estate shall file with the Court an inventory of all of the incapacitated person's property and income, along with a Report of Guardian Cover Page, within 90 days of the date of this amended judgment (\_\_\_\_). Said inventory shall be available for inspection by any party in interest in this guardianship action, upon request to the Surrogate's Court to review the inventory. □

Date of the Amended Judgment Date. Paragraphs 3 and 4 of the proposed model Amended Judgment contain the Noticing Date.

**NOTE:** the automatic overdue notices sent when a required periodic report is not uploaded will be sent out based on the date selected for 'Noticing Date'.

- Upload the Amended Judgment (PDFs only) and click 'Continue'.

6. Once all the details have been confirmed, click 'Submit'.



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

Upload Documents

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Amended Judgment uploaded successfully

Case Details County Docket No.: MER2017-26 [View Case Jacket](#)

Documents Due:

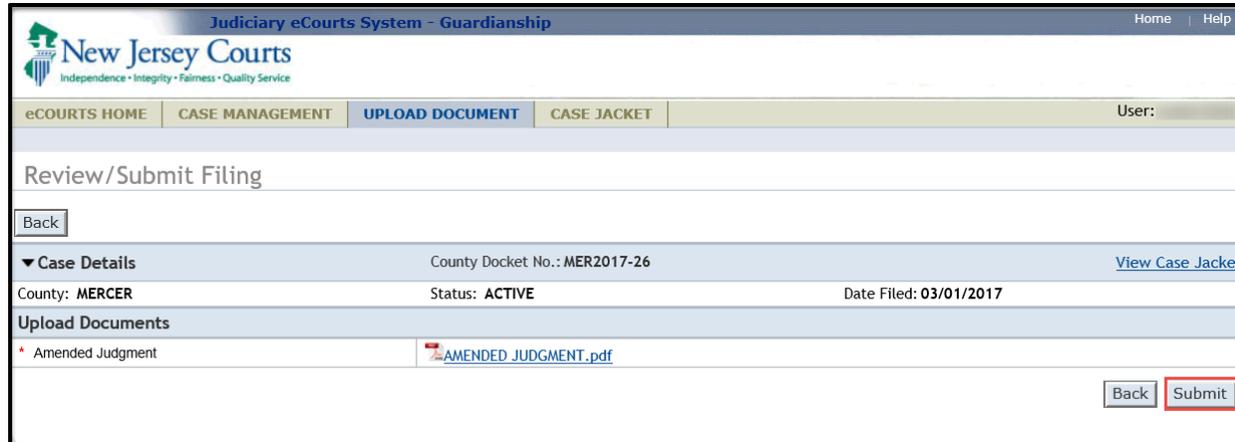
Documents listed below are either missing or overdue, and therefore need to be uploaded.

- Qualification Documents from Guardian MORSE, MANNY

Select Document Type <sup>1</sup>

Document Type	Filed Date	Supplemental Inventory Required?	Noticing Date	File Name
Amended Judgment	02/05/2020	<input checked="" type="radio"/> Yes <input type="radio"/> No	02/05/2020-Amended Juc	AMENDED JUDGMENT.pdf

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Review/Submit Filing

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Case Details County Docket No.: MER2017-26 [View Case Jacket](#)

County: MERCER Status: ACTIVE Date Filed: 03/01/2017

Upload Documents

Amended Judgment	AMENDED JUDGMENT.pdf
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Back Submit

7. Click 'Yes' in the Submit Filing Pop Up to complete the upload.
8. When the upload of the Amended Judgment is complete, the newly added guardian(s) will be saved to the case.
9. If an existing guardian must file new Qualification Documents as a result of the Amended Judgment, proceed to Case Management to update the guardian profile.

**NOTE:** generally, whenever a co-guardian is appointed, an existing guardian will need to submit new Qualification Documents.

**Submit Filing**

Review ALL information and documents for accuracy prior to submitting the filing. Once submitted, documents will be included in the case jacket.

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User: \_\_\_\_\_

Confirmation

✔ Request processed successfully

Update profile in Case Management if new qualifications are required for an existing guardian. 

▼ Case Details County Docket No.: MER2017-26 [View Case Jacket](#)

County: **MERCER** Status: **ACTIVE** Date Filed: **03/01/2017**

Transaction Information

Documents	Filed Date	Date Submitted	Transaction ID
Amended Judgment	02/05/2020	02/11/2020	GMP2020301

### Updating Case Management

If an existing guardian must file new Qualification Documents, open the guardian's profile in Case Management. Click the 'New Qualification Required?' box and click 'Save'.

If the new Qualification Documents are not uploaded within 45 days, an overdue notice will be sent out.

**NOTE:** If the Amended Judgment was filed within 45 days of the Initial Judgment, the checkbox will not be cleared if the existing guardian has not yet filed the initial Qualification Documents. In that limited instance, there is no need to update the existing guardian profile. The existing guardian will receive an overdue notice if Qualification Documents are not uploaded within 45 days of the Amended Judgment.

▼ Guardian Profile		DELIA DELL	Appointment Date:	STATUS: ACTIVE
* Party Type:	Guardian of Person and Estate ▼	Middle name:		Party Action: ACTIVE ▼
* First Name:	delia	* Last Name:	dell	Suffix: ▼
Alias +			Appointment Date:	
* New Qualification Required?:	<input 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:	N Street	Address Line 2:		
* City:	Trenton	* State:	NJ ▼	* Zip Code: 08625 <input type="text"/>
Phone 1:	<input type="text"/>	Phone 2:	<input type="text"/>	
Email Address 1:	<input type="text"/>	Email Address 2:	<input type="text"/>	
Social Security Number:	<input type="text"/>	Date of Birth:	<input type="text"/>	Relationship to IP: Friend ▼
Gender:	Female ▼			
Interpreter Needed?:	<input type="radio"/> Yes <input type="radio"/> No			
Additional Profile Info:	<input type="text"/>			
				Cancel Save

**NOTE:** if there is no Amended Judgment uploaded, the 'New Qualification Required?' field is disabled. The Amended Judgment must be uploaded before an existing guardian profile can be updated to reflect that new Qualification Documents are required.

Guardian Profile		PAUL PIERCE	Appointment Date: 02/04/2020	STATUS: ACTIVE
* Party Type:	Guardian of Person	Middle name:	* Last Name:	Party Action: ACTIVE
* First Name:	Paul		Pierce	Suffix:
Alias +		Appointment Date:	02/04/2020	
* New Qualification Required?: <input 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:				
				Cancel Save

### Case Management – Judgment Twisty

After an Amended Judgment has been uploaded, 3 new fields display in the Judgment twisty:

- 'Amended Judgment Date' – the stamped filed date of the most recently entered Amended Judgment
- 'Supplemental Inventory Required' – 'Yes' or 'No' depending on what is ordered in the Amended Judgment
- 'Noticing Date' – the due date for required periodic reports. It will always be either the Initial Judgment Date or the Amended Judgment Date.

**NOTE:** Amended Judgment Date and Noticing Date can only be updated by Program Coordinators.

▼ Judgment 11/06/2018

* Initial Judgment Date: <input type="text" value="11/06/2018"/>	* Verified Complaint Filed Date: <input type="text" value="10/01/2018"/>	Amended Judgment Date: <input type="text" value="01/01/2020"/> (Most recent)
* Inventory Required: <input checked="" type="radio"/> Yes <input type="radio"/> No		
* Guardianship Type: <input checked="" type="checkbox"/> Person <input checked="" type="radio"/> General (Plenary) OR <input type="radio"/> Limited <input checked="" type="checkbox"/> Estate <input checked="" type="radio"/> General (Plenary) OR <input type="radio"/> Limited		
* Annual Report?: <input type="radio"/> Yes <input checked="" type="radio"/> No <span style="font-size: small;">Primarily used for backloading.</span>		
* Well-Being Report?: <input checked="" type="radio"/> Yes <input type="radio"/> No Frequency (Months): <input type="text" value="Other"/> <input type="text" value="1"/>		
* 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="12"/>		
* SS Representative Payee Report?: <input type="radio"/> Yes <input checked="" type="radio"/> No		
* Comprehensive Accounting?: <input type="radio"/> Yes <input checked="" type="radio"/> No		
* Bond Required?: <input type="radio"/> Yes <input checked="" type="radio"/> No		
* Amended Bond?: <input type="radio"/> Yes <input checked="" type="radio"/> No		
* Guardian(s) Limitations?: <input checked="" type="radio"/> Yes <input type="radio"/> No <span style="font-size: x-small; border: 1px solid gray; padding: 2px;">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</span>		
* Firearms Rights Retained?: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Undetermined		
* Other Rights Retained?: <input type="radio"/> Yes <input checked="" type="radio"/> No		
* Judge Name: <input type="text" value="JOHN J COYLE JR"/> (Select the most recent judge to issue an order in this case.)		
Judgment Comments: <input style="width: 100%; height: 40px;" type="text"/>		
		Cancel Save

**NOTE:** Noticing Date controls the due date for required Annual Reports, Well-Being Reports, EZ Accountings, Comprehensive Accountings and SS Representative Payee Reports.

Qualification Documents are due based on the date of the judgment that appoints the guardian. Inventories are always due within 90 days of the judgment ordering the filing of the Inventory.

### Fields to Update in the Judgment Twisty

Read the Amended Judgment to determine which of the following fields may need to be updated:

- 1) The reporting requirements. If the reporting requirements have changed, make the updates. The information captured here is used for the overdue notices, so if this information is not accurate, the guardians may be noticed incorrectly.
- 2) Bond. If the Bond has been amended, update the 'Amended Bond?' field.
- 3) 'Judge Name' – select the judge who signed the Amended Judgment.

Click 'Save' after making updates.

**Judgment** 03/06/2018

\* Initial Judgment Date:  \* Verified Complaint Filed Date:  Amended Judgment Date:  (Most recent)

\* Inventory Required:  Yes  No \* Supplemental Inventory Required:  Yes  No

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

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

\* Well-Being Report?:  Yes  No 1

\* Accounting?:  Yes  No

\* EZ Accounting?:  Yes  No

\* SS Representative Payee Report?:  Yes  No Frequency (Months):

\* Comprehensive Accounting?:  Yes  No

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

\* Amended Bond?:  Yes  No 2

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.) 3

Judgment Comments:

**If Additional Amended Judgments are Entered**

Follow the steps above. Only the most recent Amended Judgment displays in Case Management. All prior judgments can be viewed in Case Jacket.

**CASE JACKET** User:

**Docket Number: CP-0888-2018**

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**IP Name:** SHELBY CARPENTER      **Venue:** ESSEX      **Court Type:** GUARDIANSHIP  
**Filed Date:** 02/02/2018      **Case Status:** ACTIVE      **Case Type:**  
**Guardianship Type:** PERSON GENERAL(PLENARY) - ESTATE GENERAL(PLENARY)      **Judgment Date:** 03/06/2018      **Judge:** HON. STEPHEN B. RUBIN

**IP**   Others (4)

▶ SHELBY CARPENTER **AKA**      Party Type: INCAPACITATED PERSON      Party Status :ACTIVE

Case Actions Search:

Filing Date ▲	Filings	Docket Text	Transaction ID	Entry Date	Entered By
02/02/2018		Case Initiation Documents	GMP2020688	03/03/2020	susan.flynn
03/02/2018		Judgment	GMP2020689	03/03/2020	susan.flynn
03/06/2018		Qualification Documents	GMP2020746	03/10/2020	susanflynn
06/04/2018		Inventory Report	GMP2020716	03/04/2020	susan.flynn
03/06/2019		EZ Accounting Report	GMP2020717	03/04/2020	susan.flynn
03/10/2020		Amended Judgment	GMP2020818	03/11/2020	susan.flynn
03/11/2020		Amended Judgment	GMP2020823	03/12/2020	susan.flynn