

Topic: Enhancement to eCourts Guardianship Report Review to provide templates for users when following up on issues identified in guardian reports.	Table of Contents Follow-Ups Tab
Summary: Step by step guidance for locating and utilizing the new templates.	
This Guide is for: Internal and external users working in the Follow-Ups tab in Report Review.	



Follow-Ups Tab

The Follow-Ups tab now contains templates to use for specific follow-up actions identified during report review.

C Refresh						🕊 < Page 🖡 of 1
Filed Date	County 🖨	Docket Number 🖨	Report type 🖨	Transaction ID 🗘 Follow Ups 🖨	Status 🖨	Attention
+ 5/10/2022	Mercer	MER-2017-1	Annual Report	GMP20221244	Pending Follow-Ups	S Judge Begin
+ 5/10/2022	Mercer	MER-2017-1	Comprehensive Accounting	GMP20221245	Pending Follow-Ups	Judge Emergent Begin
+ 6/8/2022	Mercer	22-115	Inventory	GMP20221645	Pending Follow-Ups	S Judge Begin
+ 10/3/2022	Mercer	MER2017-126	Inventory	GMP20223499	Pending Follow-Ups	S Judge Begin

To begin a review, click 'Begin'.

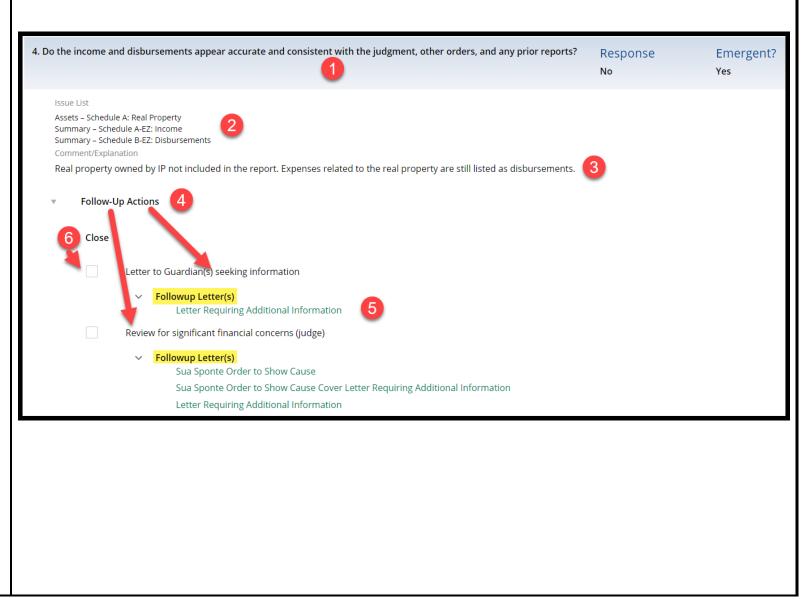


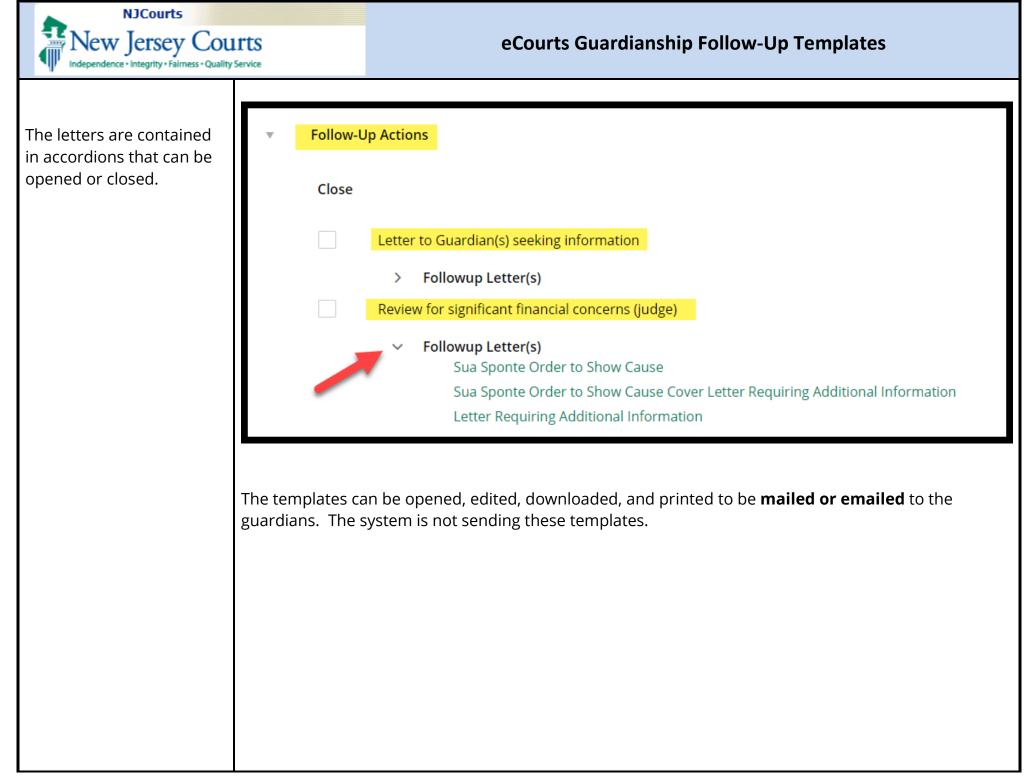
Templates

The review work area now displays template links for certain **orders** and **letters**.

The *appropriate templates dynamically display* based on the selected follow-up action.

- 1) The review question displays
- 2) Issues identified are listed
- 3) Reviewer comments are provided
- 4) Identified follow-up actions are listed
- 5) New **template links** display under the relevant follow-up action
- 6) When the action is complete, check the 'Close' box







The table shows each follow-up action and the corresponding templates.

Note: some follow-up actions do not require a template.

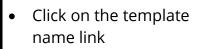
Follow-Up Action	Document Template
Update case information or status	None
Provide information or assistance to guardians	None
Significant financial concerns	 Sua Sponte Order to Show Cause Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information Letter Requiring Additional Information
Guardian appointment	 Sua Sponte Order to Show Cause Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information Letter Requiring Additional Information
Guardianship type	 Sua Sponte Order to Show Cause Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information Letter Requiring Additional Information
Guardian limitations	 Sua Sponte Order to Show Cause Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information Letter Requiring Additional Information
Bond	 Amended Judgment Sua Sponte Amended Judgment Cover Letter re Bond
Reporting requirements	 Amended Judgment Sua Sponte Amended Judgment Cover Letter re Reporting
Reporting quality concerns	 Sua Sponte Order to Show Cause Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information Letter Requiring Additional Information
Letter to Guardian(s) seeking information	Letter Requiring Additional Information
Schedule conference with guardian(s)	 Sua Sponte Order to Show Cause Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information



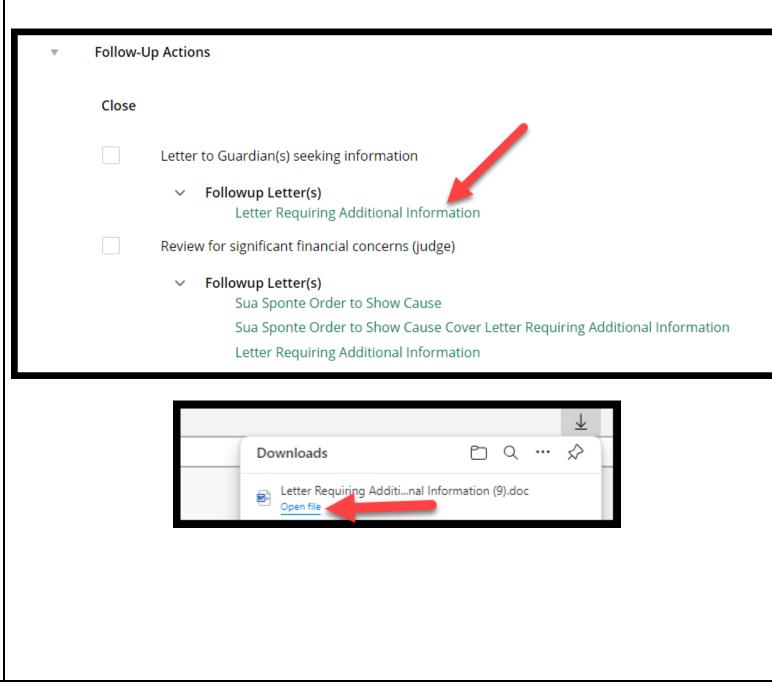
	Letter Requiring Additional Information
Issue Amended Judgment	Amended Judgment
	• Sua Sponte Amended Judgment Cover Letter re
	Reporting
	Sua Sponte Amended Judgment Cover Letter re
	Bond
Issue Order to Show Cause	Sua Sponte Order to Show Cause
	Sua Sponte Order to Show Cause Cover
	Letter Requiring Additional Information
Referral to Adult Protective Services, County	None
Prosecutor and/or Office of Attorney Ethics	
Other/General Comments	None







- Select Open file
- The Word document opens and can be edited





The following fields are auto populated:

- Vicinage Probate Part Judge header
- Date (on letters)
- Caption/IP Name
- Docket number

The templates can be edited and tailored as needed.

Please remember to upload all letters, orders, and judgments into the Case Jacket.

Letter Requesting Additional Information excerpt:

SUPERIOR COURT OF NEW JERSEY CHAMBERS OF HON. STEPHEN B. RUBIN, RET. Hunterdon County Justice Center

65 Park Avenue, 3rd Floor Flemington, NJ - 08822

04/17/2024

VIA REGULAR & CERTIFIED MAIL

<<Guardian Name (First MI Last)>> <<Address Line 1>> <<Address Line 2>> <<City, State, Zip>>

RE: IN THE MATTER OF Harvey Herve, An Adjudged Incapacitated Person Docket No. 098765

Dear Guardian(s):

The New Jersey Judiciary Guardianship Monitoring Program recently reviewed the guardianship case file for the above-referenced matter, and determined that the folling former on is edee



BY THE COURT	
±	SUPERIOR COURT OF NEW JERSEY
	CHANCERY DIVISION: PROBATE PART CUMBERLAND, COUNTY
	DOCKET NUMBER: 098765
In the Matter of Harvey Herve, an	Civil Action
Incapacitated Person	
	ORDER TO SHOW CAUSE
THIS MATTE	$\mathbf{\hat{R}}$ being brought before the Court by the New Jersey Judiciary
Guardianship Monitor	ring Program (GMP), and GMP having performed a review of
the guardianship case	e file of Harvey Herve, an adjudicated incapacitated persor
("the incapacitated pe	rson");