

eCourts Guardianship

Report Review – Judge Review Overview July 2021

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Judge Review Overview

This guide is an overview of the Judge Review portion of Report Review.

Both judges and judge delegates will be working in the Judge Review level of Report Review.

The role of Judge Review level users is to confirm or select the appropriate follow-up actions to be implemented when a guardian report contains a problem or issue that requires attention.

To begin a report review, open the Case Management tab, then click the Report Review tab.



Judiciary eCourts System - Guardianship Home | Help

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

Welcome to eCourts

Announcements

There are no announcements.



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

Case Search Report Review 

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

Workbasket/home Screen

Judge Review work takes place in the **Case Review** workbasket.

Note: All users with the same county access see the same workbasket.

The **New Report Review** workbasket is for volunteers. Judge Review users see read-only versions of reviews in this workbasket.

The **Follow-Ups** workbasket is for users working on the follow-up actions selected on reviews containing identified issues.

Judges and judge delegates may also work in the Follow-Ups workbasket.

New Report Review **Case Review** Follow-Ups

Search by: [+ Add/Change](#) [Reset All](#)

Refresh ⋮ Page 1 of 3

	Filed Date	County	Docket Number	Report type	Current Net Estate Value	Status	Attention	
> <input type="checkbox"/>	2/5/2020	Mercer	20-00999	EZ Accounting	56,000	Pending Judge Review	Emergent	Begin
> <input type="checkbox"/>	6/1/2021	Mercer	19-02311	EZ Accounting	50,000	Pending Judge Review		Begin
> <input type="checkbox"/>	6/3/2021	Mercer	MER 209-1029	Comprehensive Accounting	3,534	Judge Review Draft		Continue
> <input type="checkbox"/>	6/4/2021	Mercer	MER-349-39392	Inventory	81,001	Judge Review Draft		Continue

Columns:

Filed Date is the date the report was filed with the Surrogate

County: users see cases only from their county/counties

Docket Number – eCourts case docket number

Report Type – report type under review

Current Net Estate Value is the most recent value reported by the guardian through a financial report

Status - current progression of the review within the report review process

Attention denotes when a review is **Emergent** (needs judge review asap) and when a review has been **Returned** by a judge or other user for **re-review** by Finance

Filed Date	County	Docket Number	Report type	Current Net Estate Value	Status	Attention
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Workbasket default sort order:


- Judge Review status cases marked Emergent
- Judge Review status cases by Filed Date (oldest first)
- All other Case Review statuses in the order: Returned, Emergent, by Filed Date

Filed Date	County	Docket Number	Report type	Current Net Estate Value	Status	Attention
2/5/2020	Mercer	20-00999	EZ Accounting	56,000	Pending Judge Review	Emergent Begin
6/1/2021	Mercer	19-02311	EZ Accounting	50,000	Pending Judge Review	Begin
6/3/2021	Mercer	MER 209-1029	Comprehensive Accounting	3,534	Judge Review Draft	Continue
6/4/2021	Mercer	MER-349-39392	Inventory	81,001	Judge Review Draft	Continue
5/9/2017	Mercer	MER2017-126	Inventory	9,800	Pending Final Review	Returned
8/17/2018	Mercer	MER-12345	Inventory		Pending Final Review	Returned Begin
1/1/2019	Mercer	20-456	Inventory	130,000	Pending Final Review	Emergent Begin
1/24/2019	Mercer	123-19	Annual Report	4,545	Final Review Draft	Continue

Note: If an issue was identified as Emergent at the immediately preceding level of review the red Emergent token displays in the Attention column on the workbasket.

Workbasket Functions:

Clicking the  Home icon returns the user to the workbasket.

 Help displays a PDF containing user FAQs and helpful information.

Reporting is used primarily by AOC Civil Practice and Program Coordinators.

Recents is a user specific list of reviews recently opened.



A screenshot of the Reporting menu. It shows a list of options: Home (with a house icon), Help (with a question mark icon), and Reporting (with a list icon). Below these is a 'Recents' section with a 'See all' link. The Recents list includes: Comprehensive Accounting Report MER 209-1029, Annual Report MER 209-1029, Annual Report 1234, Inventory Report MER 209-1029, and EZ Accounting Report 19-02311.

Reporting		Title	Docket Number	Opened
Recents	See all	Inventory Report	11-2020	3 minutes ago
Inventory Report 11-2020		Inventory Report	MER-349-39392	12 minutes ago
Inventory Report MER-349-39392		Inventory Report	20-00999	25 minutes ago
		Comprehensive Accounting Report	MER 209-1029	3 days ago

Filtering the workbasket

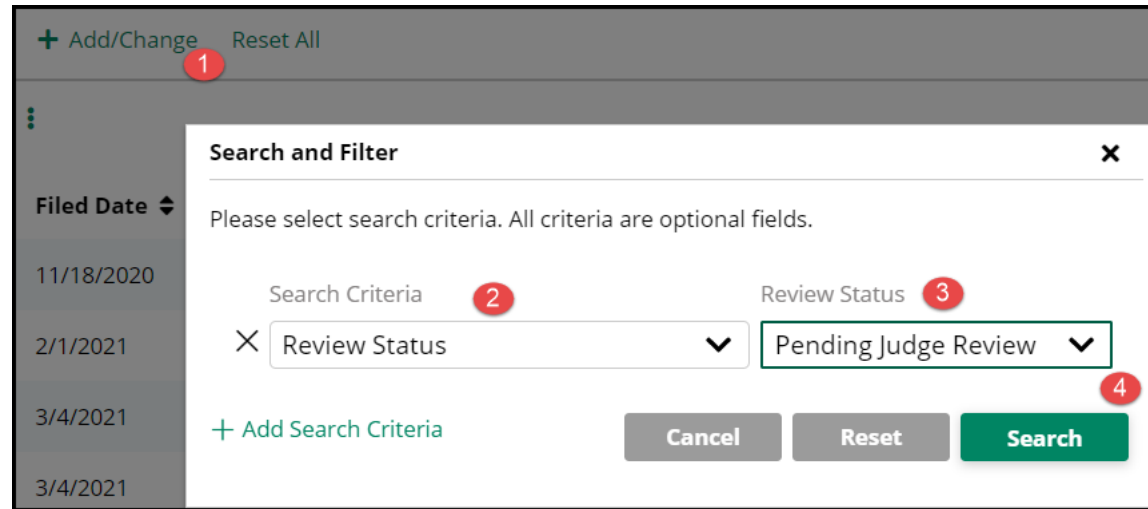
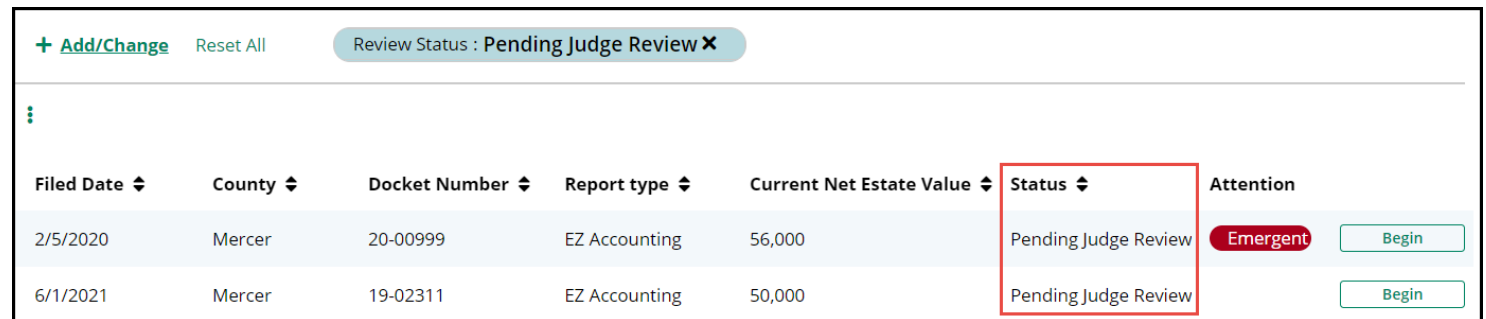
Clicking [+ Add/Change](#) allows users to search and filter the workbasket.

To display only reviews in a Judge Review status:

- 1) Click 'Add/Change'
- 2) Select the 'Review Status' search criteria
- 3) Select 'Pending Judge Review' **or** 'Judge Review Draft'
- 4) Click Search

Only the cases for in the selected status will display.

Note: You may add more than one search criteria by clicking +Add Search Criteria.

Filed Date	County	Docket Number	Report type	Current Net Estate Value	Status	Attention
2/5/2020	Mercer	20-00999	EZ Accounting	56,000	Pending Judge Review	Emergent Begin
6/1/2021	Mercer	19-02311	EZ Accounting	50,000	Pending Judge Review	Begin

Searching the workbook
for a specific case.

To search by a specific docket number, name or transaction ID click

[+ Add/Change](#) then choose the required criteria and enter the desired value and click 'Search'.

To clear the filter, click 'Reset All'.

Search and Filter ✕

Please select search criteria. All criteria are optional fields.

Search Criteria

✕ Docket Number ▼

Docket Number

[+ Add Search Criteria](#)

Cancel

Reset

Search

Search by: [+ Add/Change](#) [Reset All](#) Docket Number : 17-110 ✕

[Refresh](#) ⋮

>	Filed Date	County	Docket Number	Report type	Current Net Estate Value	Status	Attention
<input type="checkbox"/>	3/16/2020	Mercer	17-110	Inventory	45,454	Pending Final Review	Begin

Beginning a review

Once you have selected the report you would like to review, use the **'Begin'** action button to start a review that is in 'Pending Judge Review' status.

If a review was previously begun, but saved prior to completion, the review status will be 'Judge Review Draft' and the action button is **'Continue'**.

Click on 'Begin' or 'Continue' to open a review.

NOTE: The case lock feature ensures that only 1 user can have a review open at a time.

Pending Judge Review

Begin

Judge Review Draft

Continue

Review Screen

Once 'Begin' or 'Continue' has been selected, the review will open in a new tab.

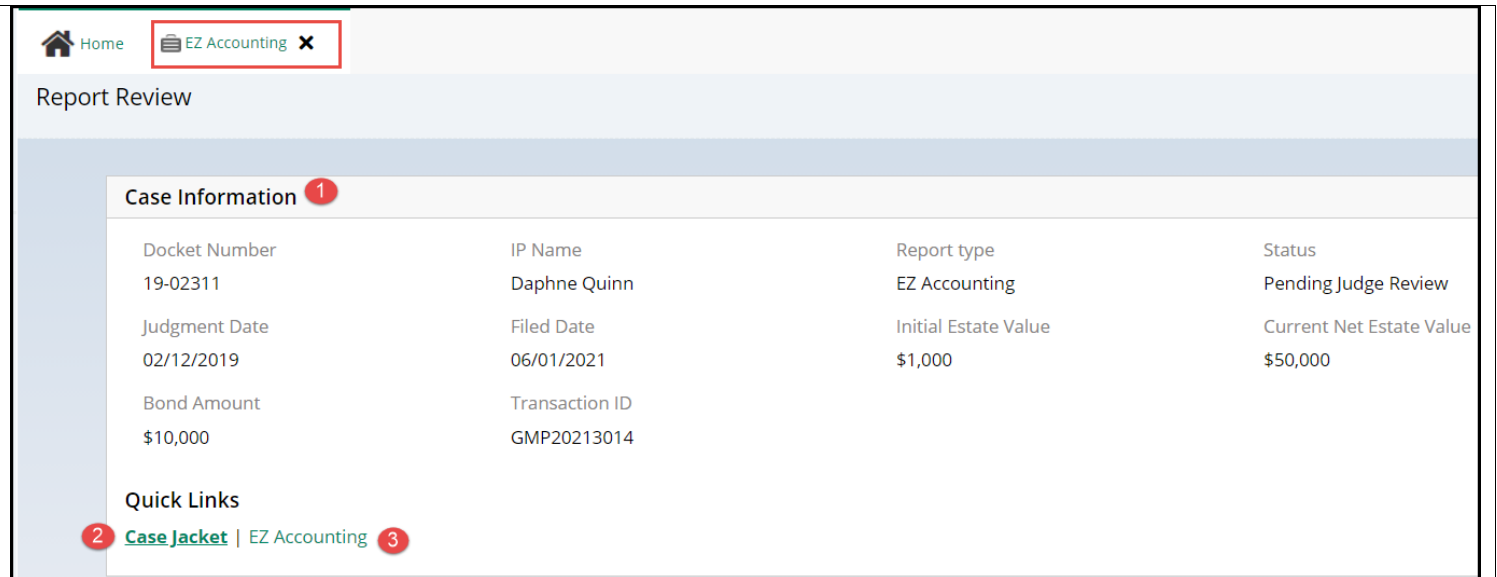
Each review has 3 sections:

- Case Information
- Performance area
- Audit section

Case Information Section

- 1) Basic case information
- 2) Link to the Case Jacket
- 3) Link to the report under review

Note: The Home or workbasket screen remains available in a separate tab



Home EZ Accounting x

Report Review

Case Information 1

Docket Number	IP Name	Report type	Status
19-02311	Daphne Quinn	EZ Accounting	Pending Judge Review
Judgment Date	Filed Date	Initial Estate Value	Current Net Estate Value
02/12/2019	06/01/2021	\$1,000	\$50,000
Bond Amount	Transaction ID		
\$10,000	GMP20213014		

Quick Links

2 [Case Jacket](#) | EZ Accounting 3

Performance Area

- 1) **Follow-Up action review** – each proposed Follow-Up action is reviewed and updated if necessary
- 2) **New Report Review Tab** displays read-only results from New Report Review (volunteer level review)
- 3) **Finance Review Tab** displays read-only results from Finance Review
- 4) **Net Estate Value** field for the report under review
- 5) **Cancel, Save and Next** buttons
 - a. **Cancel** closes the review
 - b. **Save** – saves review in progress
 - c. **Next** advances the review

Judge Review
Finance Review
New Report Review

3
2

Judge Review

Review any issues identified and confirm or modify proposed follow-up actions. 1

1. Is the reporting period correct? Yes No

2. Is the correct reporting form used? Yes No

3. Does the report contain all required information? Yes No

4. Do the income and disbursements appear accurate and consistent with the judgment, other orders, and any prior reports? Yes No

5. Do the disbursements match the IP's condition and residential arrangement? Yes No

6. Were any gifts or donations appropriate and consistent with the judgment, other orders, and any prior reports? Yes No

Emergent?

Issues

Summary - Schedule B-4... ✕
Clear

Follow Ups

Significant financial conc... ✕
Schedule conference wit... ✕
Clear

11. Net Estate Value (NEV) for this report 4 ?

Cancel
Save
Next

Read-only Results Tabs - Additional Information

The New Report Review and Finance Review tabs in the performance area contain read-only views of the results of the prior levels of review (volunteer and Finance).

The read-only results can also be viewed in the Case Jacket.

Judge Review **Finance Review** New Report Review

Finance Review

1. Is the reporting period correct?	Yes
2. Is the correct reporting form used?	Yes
3. Does the report contain all required information?	Yes
4. Do the income and disbursements appear accurate and consistent with the judgment, other orders, and any prior reports?	Yes
5. Do the disbursements match the IP's condition and residential arrangement?	Yes
6. Were any gifts or donations appropriate and consistent with the judgment, other orders, and any prior reports?	No

03/02/2021	 	Report Review - New Report Review RE: Inventory [GMP20212868]	GMP20212875	06/10/2021	susan.flynn
03/02/2021		Report Review - Finance Review RE: Inventory [GMP20212868]	GMP20212876	06/10/2021	susan.flynn

Audit Section

Contains a list of all case actions.

The **Draft Notes** tab contains notes entered when a review has been saved as a draft and notes entered if a review was returned to Finance for re-review.

Time	Description	Performed by
06/23/2021 02:51 PM	Review Status changed to Pending Judge Review.	GMSTEST3
06/23/2021 02:51 PM	Finance Review complete and sent to judge review.	GMSTEST3
06/22/2021 03:42 PM	Report Review saved as draft.	GMSTEST3
06/22/2021 03:42 PM	Review Status changed to Finance Review Draft.	GMSTEST3
06/22/2021 11:13 AM	New Report Review complete and sent to Finance Review.	srinivas.jaggannagar
06/22/2021 11:13 AM	Review Status changed to Pending Financial Review.	srinivas.jaggannagar
06/17/2021 09:17 AM	Review Status changed to New Report.	gmstest3
06/17/2021 09:17 AM	New Report Review Created.	gmstest3

Performing a Review

Judge Review users *examine* the report and the prior level review results in order to:

- Confirm or select follow-up actions; or
- Close a review that has issues but does require follow-up action; or
- Return reviews to Finance if there are unaddressed issues in the report under review

NOTE: Judge Review users **do not** select or change issues.

Review any issues identified and confirm or modify proposed follow-up actions.

1. Is the reporting period correct? Yes No
2. Is the correct reporting form used? Yes No
3. Does the report contain all required information? Yes No
4. Do the income and disbursements appear accurate and consistent with the judgment, other orders, and any prior reports? Yes No
5. Do the disbursements match the IP's condition and residential arrangement? Yes No
6. Were any gifts or donations appropriate and consistent with the judgment, other orders, and any prior reports? Yes No

Emergent?

Issues

Summary - Schedule B-4... ✕ ▼
Clear

Follow Ups

Significant financial conc... ✕
Schedule conference wit... ✕
▼
Clear

No Follow Up Needed

Comment/Explanation

Gifts or donations were not appropriate.

Remaining: 110 characters

Review Process

- 1) Review each Yes/No question and answer (no changes can be made)
- 2) Review the follow-up(s) selected
- 3) Confirm the selected follow-up(s) by taking no action **OR**
- 4) Select one or more additional/new follow-ups from the dropdown list **OR** check No Follow Up Needed (if No Follow Up Needed is selected for all issues, the review is **completed**)
- 5) The comments can be updated, or new comments can be added, up to 150 characters. Comments are required.

Review any issues identified and confirm or modify proposed follow-up actions.

1. Is the reporting period correct? 1

Emergent?

Issues

Reporting period incorre... x v Clear

Follow Ups 2

Provide information or a... x Letter to Guardian(s) see... x v Clear

Follow Ups

Select Follow Up(s) v Clear 4

- Update case information or status
- Provide information or assistance to guardian(s)
- Significant financial concerns
- Guardian appointment
- Guardianship type
- Guardian limitations
- Bond
- Reporting requirements
- Reporting quality concerns
- Letter to Guardian(s) seeking information
- Schedule conference with guardian(s)
- Referral to Adult Protective Services, County Prosecutor, and/or Office of Attorney Ethics
- Issue Order to Show Cause
- Other/General Comments

No Follow Up Needed

Comment/Explanation 5

The report covers the year before the guardian was appointed

Remaining: 90 characters

Follow-Ups

The follow-ups at right require review by a judge.

During **Finance Review**, selection of any of these follow-ups will route the review to Judge Review. Selection of all other follow-ups will route the review to **Final Review**.

When a **Judge Review** user selects follow-up actions requiring judge review, the review routes to **Pending Follow-Ups status** where a judge or judge delegate user will address the follow-up(s).

NOTE: If No Follow-Up Needed is selected for *all* issues, the review is completed and will not go to Pending Follow-Ups status.

- Significant financial concerns
- Guardian appointment
- Guardianship type
- Guardian limitations
- Bond
- Reporting requirements
- Reporting quality concerns

- Schedule conference with guardian(s)
- Issue amended judgment
- Issue Order to Show Cause
- Referral to Adult Protective Services, County Prosecutor, and/or Office of Attorney Ethics

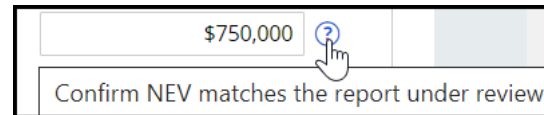
No Follow Up Needed

Net Estate Value

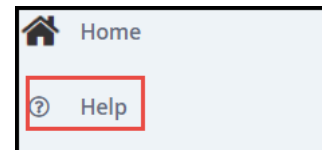
For all reviews, the Net Estate Value (NEV) field should be reviewed. The NEV field should be the figure provided by the guardian in the report under review.

If the figure in this field is incorrect, the review should be returned to Finance. Judge Review users cannot update this field.

Note: The Help section contains information explaining how to determine what the NEV is for each type of report.



A screenshot of a form field containing the value "\$750,000". To the right of the value is a blue circular help icon with a question mark. Below the input field is a text box containing the message "Confirm NEV matches the report under review".

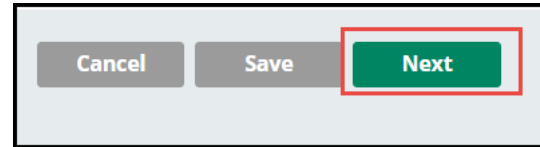


Submit a Completed Review after:

- Reviewing all the Yes/No questions, AND
- Selecting or confirming follow-ups, OR
- Checking 'No Follow-Up Needed', AND
- Confirming the NEV

If you are satisfied that the review is ready to proceed to the next level of review, click '**Next**'.

A read-only review screen displays.



Judge Review Finance Review New Report Review

Judge Review

Please review and confirm responses below before final submission.

1. Is the reporting period correct?	Yes
2. Is the correct reporting form used?	Yes
3. Does the report contain all required information?	Yes
4. Do the income and disbursements appear accurate and consistent with the judgment, other orders, and any prior reports?	No

Emergent?
Yes

Issue List	Comment/Explanation
Summary - Schedule A-EZ: Income	see above
Summary - Schedule B-EZ: Disbursements	
Summary - Schedule B-4: All Other Disbursements	

Follow Up List

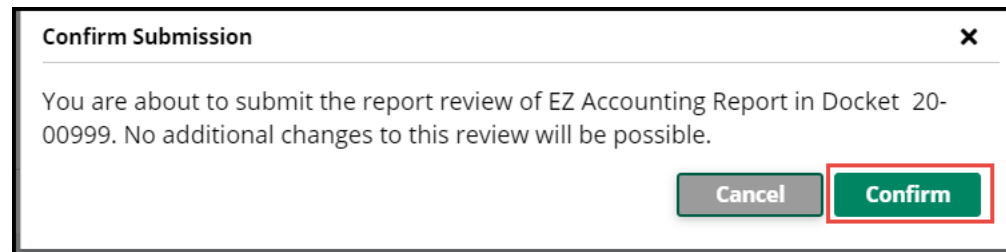
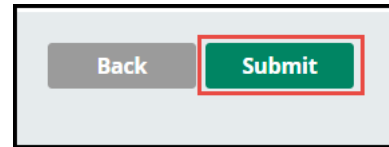
- Guardian appointment
- Significant financial concerns
- Schedule conference with guardian(s)

When satisfied with the review, click '**Submit**'.

Clicking '**Back**' returns the user to the performance screen to make changes.

A pop-up confirmation displays. Click '**Confirm**' to submit the review.

'**Cancel**' returns the user to the read-only screen.



Completion of Judge Review

- 1) A confirmation displays showing that the review has progressed to the next level of review
- 2) The Case Jacket contains a PDF summary of the Finance Review
- 3) Clicking 'Close' returns the user to the workbasket

Reviews in Pending Follow-Ups Status move to the Follow-Ups workbasket.

Note: The action button will be 'Review' or 'Begin' depending on the access of the user.

Reminder: If No Follow-Up Needed was selected for all issues, the review will be closed. Fully completed reviews do not remain on the workbasket.

Review Submitted. 1

Case Information			
Docket Number 20-00999	IP Name Clinton Hill	Report type EZ Accounting	Status Pending Follow-Ups
Judgment Date 02/07/2019	Filed Date 02/05/2020	Initial Estate Value \$12,250,000	Current Net Estate Value \$56,000
Bond Amount \$250,000	Transaction ID GMP20212840		

Case Jacket has been updated with a report summary, transaction ID GMP20213140 2

3 Close

02/05/2020		EMERGENT: Report Review - Judge Review RE: EZ Accounting [GMP20212840]	GMP20213140	06/30/2021	GMSTEST3
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New Report Review Case Review **Follow-Ups**

Search by: [+ Add/Change](#) [Reset All](#) First Name: clin - Last Name: hi ✕

[Refresh](#)

	Filed Date	County	Docket Number	Report type	Current Net Estate Value	Status	Attention
>	4/16/2019	Mercer	20-00999	Inventory	56,000	Pending Follow-Ups	Review
>	2/5/2020	Mercer	20-00999	EZ Accounting	56,000	Pending Follow-Ups	Emergent Review

Review Submitted.

Case Information			
Docket Number 19-02311	IP Name Clinton Hill	Report type EZ Accounting	Status Resolved-Completed
Judgment Date 02/01/2017	Filed Date 05/13/2019	Initial Estate Value ---	Current Net Estate Value \$0
Bond Amount \$0	Transaction ID GMP20199132		

Returning a Review to Finance

Judge Review users and Final Review users can return a review to Finance.

Return a review to Finance if a review of the report indicates that:

- An issue exists that was not identified, OR
- The Net Estate Value (NEV) is incorrect, OR
- There is some other reason the review needs to be sent to Finance

Report Review

Actions >


- Refresh
- Send To Finance

Case Information

Docket Number	IP Name	Report type	Status
19-02311	Daphne Quinn	EZ Accounting	Pending Judge Review
Judgment Date	Filed Date	Initial Estate Value	Current Net Estate Value
02/12/2019	06/01/2021	\$1,000	\$50,000
Bond Amount	Transaction ID		
\$10,000	GMP20213014		

Quick Links

[Case Jacket](#) | [EZ Accounting](#)



Returning a review:

- 1) Click **'Actions'** and select Send to Finance
- 2) Select the reason for return
- 3) Enter comments
- 4) Click **Submit**

To return to the performance area (i.e., if you do not want to return the review to Finance):

- Click **'Actions'**
- Select **Return to Review**

Report Review **Actions** >

Refresh
Send To Finance

Case Information			
Docket Number	IP Name	Report type	Status
19-02311	Daphne Quinn	EZ Accounting	Pending Judge Review
Judgment Date	Filed Date	Initial Estate Value	Current Net Estate Value
02/12/2019	06/01/2021	\$1,000	\$50,000
Bond Amount	Transaction ID		
\$10,000	GMP20213014		

Quick Links
[Case Jacket](#) | [EZ Accounting](#)

Send to Finance

Reason * 2

Re-examine Report

Reset

Select
Correct/Update Estate Value
Re-examine Report
Other

Comments *

Report should be re-examined. Bank accounts listed on the Inventory are not reported on this EZ Accounting and no explanation was provided by the guardian. 3

Remaining: 343 characters

Cancel
Submit

Report Review **Actions** >

Refresh
Return to Review

Case Information			
Docket Number	IP Name	Report type	Status
17-110	Aaron2 Burr3	Inventory	Pending Final Review
Judgment Date	Filed Date	Initial Estate Value	Current Net Estate Value
09/19/2017	03/16/2020	\$52,000	\$45,454
Bond Amount	Transaction ID		
\$1,986	GMP2020885		

Quick Links
[Case Jacket](#) | [Inventory](#)

Send to Finance

A returned review will display a **Returned** token in the Attention column.

- The status is Pending Finance Review
- Finance will complete the review
- The review will be routed to Final Review or Judge Review, depending on the follow-up(s) selected

The reason for return displays in **Audit**

Draft Notes displays the comments left by the Final Review or Judge Review user who returned the review to Finance.

New Report Review **Case Review** Follow-Ups

Search by: [+ Add/Change](#) [Reset All](#) Review Status: **Pending Finance Review X**

[Refresh](#) [⋮](#)

	Filed Date	County	Docket Number	Report type	Current Net Estate Value	Status	Attention
> <input type="checkbox"/>	4/23/2020	Mercer	11-2020	Inventory	735,000	Pending Finance Review	Returned Begin
> <input type="checkbox"/>	2/5/2020	Mercer	20-00999	EZ Accounting	12,000,000	Pending Finance Review	Begin
> <input type="checkbox"/>	6/4/2021	Mercer	MER-349-39392	Inventory	8,900	Pending Finance Review	Returned Begin
> <input type="checkbox"/>	6/4/2021	Mercer	MER-349-39392	Comprehensive Accounting	8,900	Pending Finance Review	Returned Begin

Audit [Draft Notes](#)

Time	Description	Performed by
06/07/2021 02:01 PM	Review returned from Judge Review to Finance review as Re-examine Report	susan.flynn
06/07/2021 01:36 PM	Review Status changed to Pending Judge Review.	GM5TEST3

Audit: **Draft Notes**

Time	Description	Performed By
06/07/2021 02:01 PM	Returned Review Notes : Some issues were missed relating to the IP's pension. Needs further review.	susan.flynn

Saving as Draft

To save a review in progress:

- 1) Click 'Save'
- 2) Enter comments in 'Add Draft Notes'
- 3) Click 'Add'
- 4) The review status will be 'Judge Review Draft'

When the review is opened again:

- 5) The **Audit** section shows which user saved the review as a draft and when; and
- 6) The **Draft Notes** tab displays the comments entered when the review was saved.

Reviews can be saved as a draft multiple times.

14. Net Estate Value (NEV) for this report \$56,000 ?

Cancel Save Next

Add Draft Note 2 x

Review started. Will complete after further review of report.

Remaining: 89 characters 3

Cancel Add

Filed Date	County	Docket Number	Report type	Current Net Estate Value	Status	Attention
6/3/2021	Mercer	MER 209-1029	Comprehensive Accounting	3,534	Judge Review Draft 4	Continue

Audit Draft Notes 5

Page 1 of 2

Time	Description	Performed by
06/30/2021 04:21 PM	Report Review saved as draft.	GMSTEST3
06/30/2021 04:21 PM	Review Status changed to Judge Review Draft.	GMSTEST3

Audit **Draft Notes** 6

Time	Description	Performed By
06/30/2021 04:21 PM	Judge Review Draft: Review started. Will complete after further review of report.	GMSTEST3