




# eCourts Guardianship Report Review – Civil Release Notes

04-12-2024

## Report Review

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|---|--|
|    | Template documents are now available in the Follow-Ups tab for use in completing follow-up actions. For more information, click <a href="#">here</a> . |
|    | The Follow-Ups tab workbasket has been enhanced to include additional filters and icons. For more information, click <a href="#">here</a> .            |
|  | The Case Review tab workbasket has been enhanced to include additional filters. For more information, click <a href="#">here</a> .                     |

## Templates Available in Follow-Ups Tab

To facilitate the completion of follow-up actions, template documents have been added to Report Review. Users now have uniform, approved templates for use in completing the follow-ups with guardians.

The system dynamically displays the templates based on the follow-up action specified by the reviewer. The documents appear as links and open into Word so they can be tailored as needed. Users will then mail or email the documents to the appropriate parties.

| 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 | Judge<br>Emergent<br><a href="#">Begin</a> |
| + 5/10/2022  | Mercer     | MER-2017-1    | Comprehensive Accounting | GMP20221245    |            | Pending Follow-Ups | Judge<br>Emergent<br><a href="#">Begin</a> |
| + 6/8/2022   | Mercer     | 22-115        | Inventory                | GMP20221645    |            | Pending Follow-Ups | Judge<br>Emergent<br><a href="#">Begin</a> |
| + 10/3/2022  | Mercer     | MER2017-126   | Inventory                | GMP20223499    |            | Pending Follow-Ups | Judge<br>Emergent<br><a href="#">Begin</a> |
| + 11/16/2022 | Cumberland | CUM556        | Inventory                | GMP20233586    |            | Pending Follow-Ups | Judge<br>Emergent<br><a href="#">Begin</a> |

**Follow-Up Actions**

Close

- Letter to Guardian(s) seeking information
  - > Followup Letter(s)
- Review for significant financial concerns (judge)
- Followup Letter(s)
  - Sua Sponte Order to Show Cause
  - Sua Sponte Order to Show Cause Cover Letter Requiring Additional Information
  - Letter Requiring Additional Information

**BY THE COURT**



SUPERIOR COURT OF NEW JERSEY  
CHANCERY DIVISION: PROBATE PART  
CUMBERLAND, COUNTY

In the Matter of  
Harvey Herve, an  
Incapacitated Person

DOCKET NUMBER: 098765

Civil Action

**ORDER TO SHOW CAUSE**



**THIS MATTER** being brought before the Court by the New Jersey Judiciary Guardianship Monitoring Program (GMP), and GMP having performed a review of the guardianship case file of Harvey Herve, an adjudicated incapacitated person (“the incapacitated person”);

IT IS on this \_\_\_\_\_ day of \_\_\_\_\_, *qua sponte* ORDERED that the

For more detailed information, refer to the Quick Reference Guide – eCourts Guardianship Follow-Up Templates.

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## Follow-Ups Tab Workbasket Enhancement

The Follow-Ups tab workbasket has been enhanced with new filters and icons. These enhancements allow users to easily distinguish between reviews that have come from Judge Review and those from Final Review.

### Steps:

- 1) Click **Add/Change**
- 2) Select **Attention** from search criteria
- 3) Select-
  - a. **"Last Review - Judge"** for reviews that came from Judge Review
  - b. **"Last Review - Final"** for reviews that came from Final Review
- 4) In the **'Attention'** column, an icon labeled "Judge" or "Final" appears, as appropriate

The screenshot shows the 'Follow-Ups' tab selected in the top navigation bar. Below the navigation bar, there is a search bar with a red circle '1' and an arrow pointing to the '+ Add/Change' button. A 'Search and Filter' dialog box is open, showing a dropdown menu for 'Search Criteria' with 'Attention' selected, and a dropdown menu for 'Attention' with 'Last Review - Judge' selected. Red arrows and numbers 2 and 3 indicate the selection process. The background shows a table with columns for Filed Date, County, Docket Number, Report type, Transaction ID, and Follow-Ups.

The screenshot shows the search results for 'Attention: Last Review - Judge'. The search bar now displays 'Attention: Last Review - Judge X'. The table has a new column 'Attention' with yellow 'Judge' icons and 'Begin' buttons. A red arrow and number 4 point to the 'Judge' icon in the first row. The table also includes columns for Filed Date, County, Docket Number, Report type, Transaction ID, and Follow-Ups.

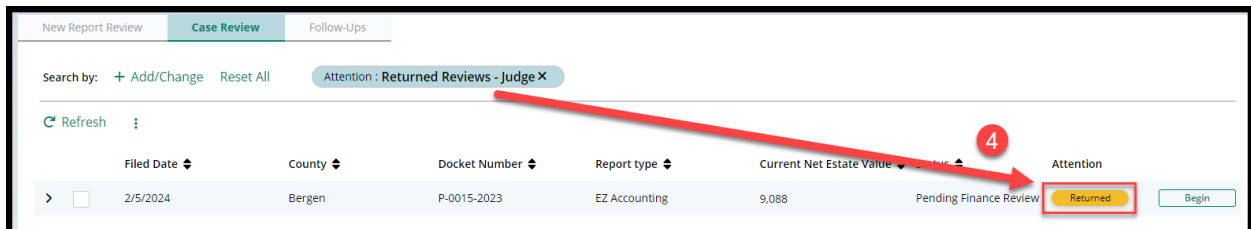
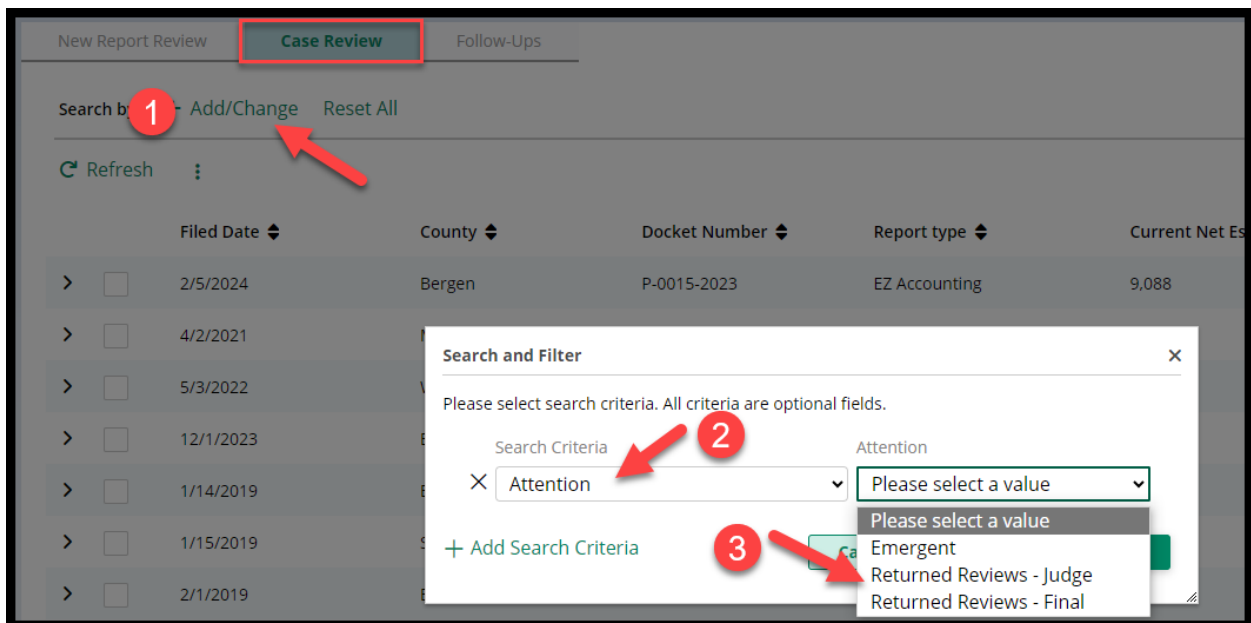
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## Case Review Tab Workbasket Enhancement

The Case Review tab workbasket has been enhanced with new filters. These enhancements allow users to easily distinguish between reviews that have been returned to Finance Review from Judge Review and those from Final Review.

### Steps:

- 1) Click **Add/Change**
- 2) Select **Attention** from search criteria
- 3) Select-
  - a. **"Returned Reviews - Judge"** for reviews that came from Judge Review
  - b. **"Returned Reviews - Final"** for reviews that came from Final Review
- 4) In the '**Attention**' column, an icon labeled "Returned" appears



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