

eCourts Guardianship

Case Jacket Overview July 2020

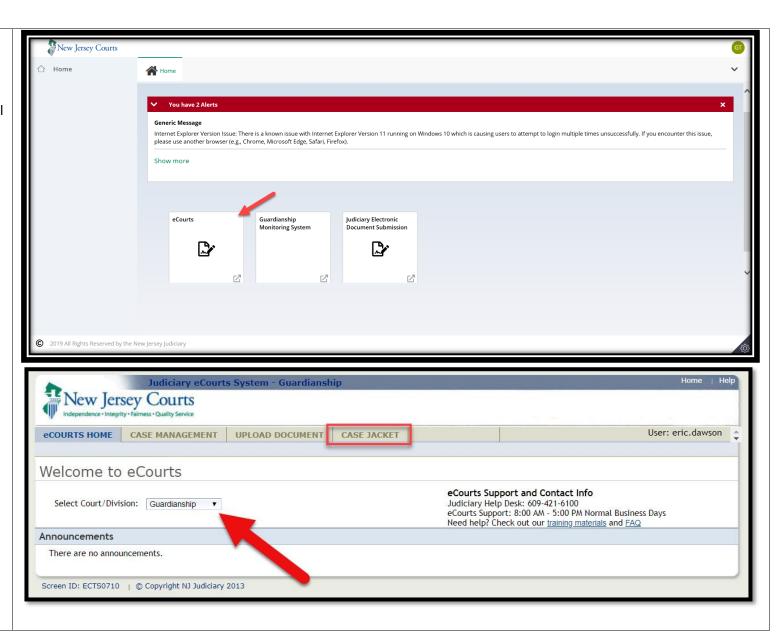
Confidentiality Notice

eCourts Guardianship contains confidential, protected, and/or legally privileged information. As an authorized user, you consent to abide by the *Terms And Conditions of Access To and Participation In New Jersey Judiciary Electronic Applications* and to take reasonable means to secure the confidentiality and integrity of the information contained in the application. Any unauthorized disclosure, copying, distribution, or similar action taken relating to with regard to guardianship case information is strictly prohibited.

After logging into the Judiciary Portal select eCourts.

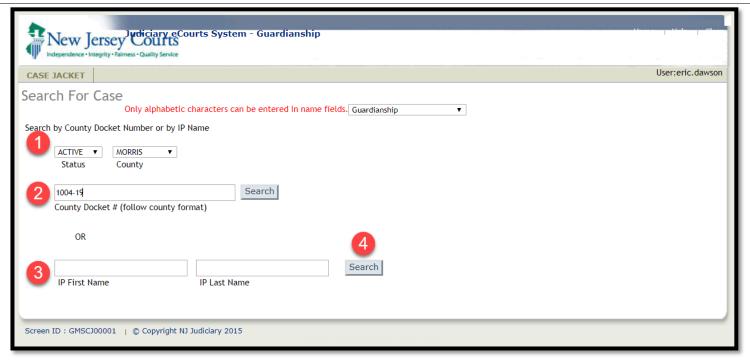
The eCourts welcome page will open in another browser.
Ensure Guardianship is selected as the Court/Division.

Click on the Case Jacket tab to proceed.





- 1. Ensure the correct case status and county are selected.
- 2. Enter a docket number (exactly as shown on the latest Judgment including spaces, dashes and alphanumeric characters).
- 3. Or enter a first name and last name for the Incapacitated Person.
- 4. Click Search



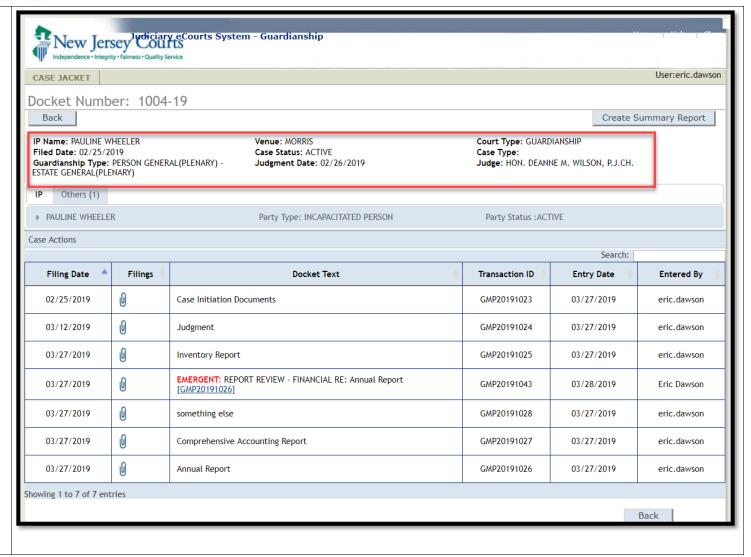
Alternatively, from an open report review screen, click on the VIEW CASE JACKET link to directly open the case jacket for the particular case in review.



Case Jacket will display detailed information regarding the case.

The highlighted area will display case details. This information will include essentials such as:

- o IP Name
- o Venue
- Filed Date
- Case Status
- Guardianship Type

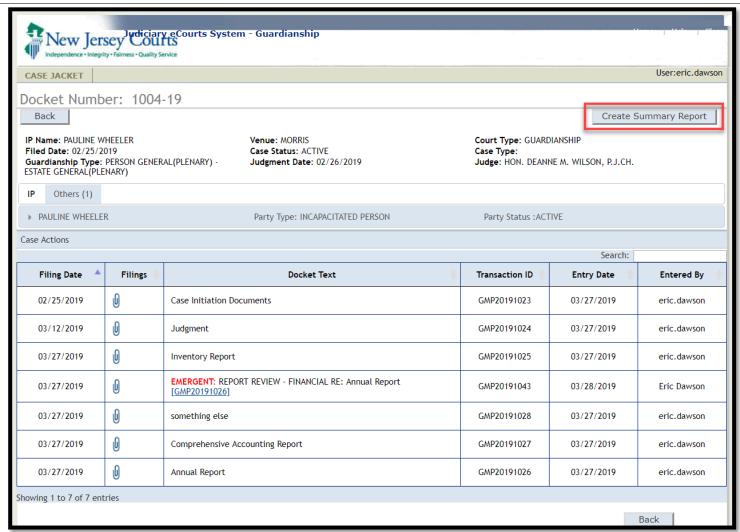




The CREATE SUMMARY REPORT button will produce a printer-friendly representation of the Case Jacket information.

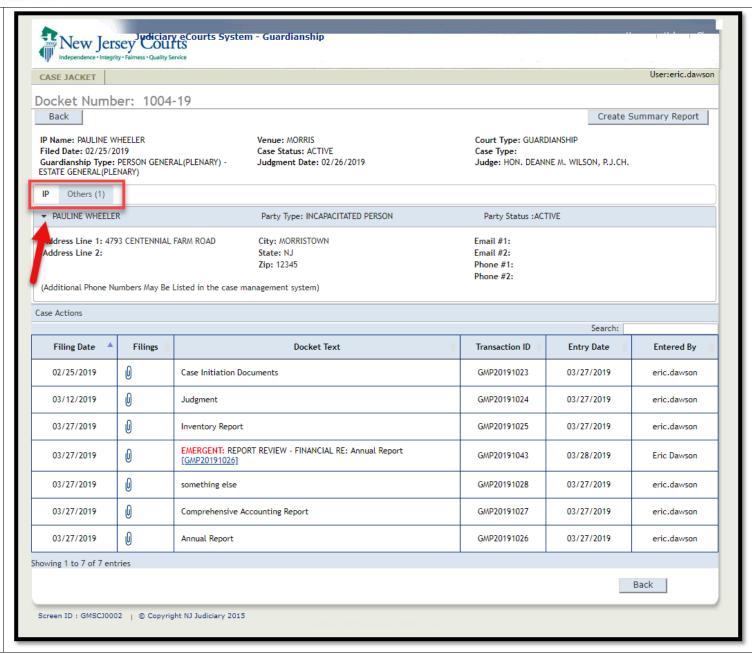
NOTE: While GMP Volunteers are permitted to access the content of the electronic case jacket, a GMP Volunteer is not authorized to print the Create Summary Report.

Questions must be directed to the local GMP Coordinator or the Civil Practice Division at the AOC.



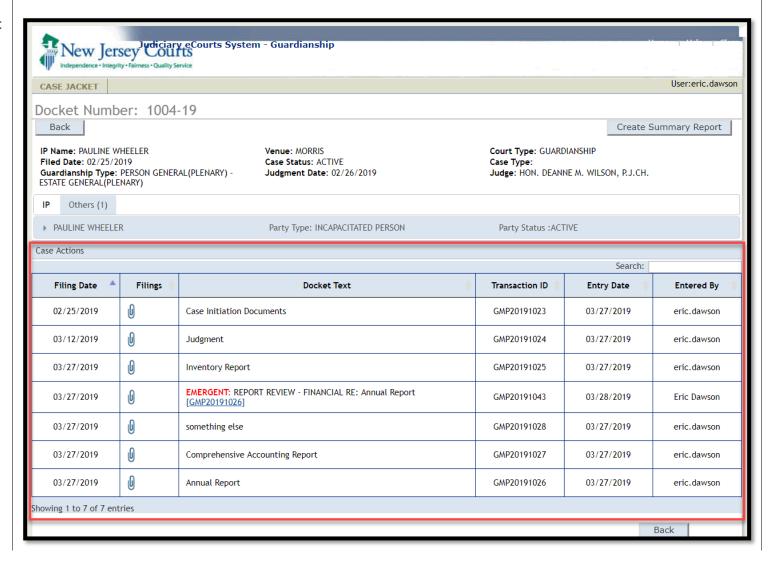
Under the case details are two tabs that contain party information.

To display the detailed party information, click on the twisty.



The Case Actions section will list all of the actions/documents which are recorded in the electronic case jacket.

Click the to view a document.



The SEARCH box will search all fields in Case Actions as you type.

Pro Tip: Use this feature to locate a specific document from voluminous Case Jacket listings.

