

Designed with guardians in mind

The Pennsylvania Guardianship Tracking System (GTS) provides an online alternative to paper forms used by guardians to submit inventory and annual person and estate reports. The GTS simplifies the yearly task by providing you a user-friendly interface that calculates financial totals automatically, provides onscreen assistance, and ensures that all required information is recorded.

In addition, once a guardian uses the GTS to file a report online, certain details entered on a previous year's report will be carried over to future annual reports. This way, you only need to update information that has changed each year.



PENNSYLVANIA COURTS

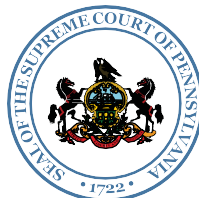


Questions about the GTS?

Send an email to: GTSInfo@pacourts.us

The GTS was designed by the Administrative Office of Pennsylvania Courts (AOPC) Information Technology Department in association with the AOPC's Office of Elder Justice in the Courts (OEJC).

<https://www.pacourts.us/judicial-administration/court-programs/office-of-elder-justice-in-the-courts>



AOPC
ADMINISTRATIVE OFFICE
of PENNSYLVANIA COURTS

The Guardianship Tracking System (GTS) provides all court-appointed guardians of adult incapacitated persons the convenience of filing inventory and annual reports online 365 days a year, at any time that is convenient.

The Guardianship Tracking System:

- Is designed with guardians in mind
- Simplifies report filing
- Is available when you are
- Secures your information
- Keeps guardians informed



Simplifies report filing

The GTS uses the standardized Supreme Court of Pennsylvania-approved guardianship reporting forms that must be utilized in Orphans' Court offices statewide. A built-in help system provides guidance and step-by-step instructions on how to use GTS and complete the forms. Guardians may also call the GTS Help Desk at: 1-877-227-2672 or send an e-mail to: GTSAOPC@pacourts.us. The Help Desk is available Monday-Friday from 8:00 am - 4:30 pm EST. Please note that the Help Desk is unable to provide legal assistance or take payments over the phone.

Available when you are

The GTS is available through the Unified Judicial System of Pennsylvania's Web Portal (<https://ujportal.pacourts.us>). The GTS allows you to start, pause, continue, and file reports at any time, day or night, from any place you have access to an internet-connected computer.

Secures your information

Guardians are entrusted to safeguard the welfare of others. The GTS recognizes and fully supports this responsibility by providing you a secure way to submit guardianship information online.

To use the GTS, a guardian is required to create a secure UJS Web Portal Account and enter a unique access code provided by the court. A guardian(s) may only view the case information and file reports on the case(s) in which their appointment has been approved by a court.

Guardianship report filing fees (if applicable) are paid online through GTS with a credit or debit card. The UJS Web Portal has already processed hundreds of millions of dollars in court-related payments, and all transactions accepted through GTS are protected using this established payment method.

Keeps you informed

Because life gets busy, GTS sends an e-mail reminder to let you know that your inventory or annual report(s) is due in 30 days. For your peace of mind, the GTS will also send a confirmation message to let you know when the court has received your online report submission.