

## Designed with guardians in mind

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

In addition, once a guardian uses the GTS to file online, certain details entered on a previous year's report can be applied to future reports without having to be reentered. This way, you will only need to update information that has changed.

The GTS design has been a collaborative effort incorporating input from guardians, judges, court staff, Orphans' Court clerks and others.



## PENNSYLVANIA COURTS



## GUARDIANSHIP TRACKING SYSTEM

### Questions about the GTS?

Send an email to: [GTSInfo@pacourts.us](mailto:GTSInfo@pacourts.us)

The GTS is being 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). The OEJC assists the Supreme Court of Pennsylvania in promoting best practices in the areas of guardianship, elder abuse and neglect, and access to justice.



**AOPC**  
ADMINISTRATIVE OFFICE  
of PENNSYLVANIA COURTS

Beginning in December of 2018, the Guardianship Tracking System (GTS) will provide all court-appointed guardians of adult incapacitated persons the convenience of filing inventory and annual reports online.

The Guardianship Tracking System:

- Simplifies guardian filings
- Is available when you are
- Understands guardian responsibilities
- Keeps guardians informed
- Is designed with guardians in mind



## **Simplifies Your filings**

The GTS is being designed based on Pennsylvania Supreme Court-approved guardianship reporting forms that must be utilized in Orphans' Court offices statewide. For guardians who file reports in multiple counties, using the GTS will eliminate any inconsistencies experienced with the various paper forms and simplify the completion and filing of required forms.

## **Available when you are**

The GTS will be available through the Unified Judicial System of Pennsylvania Web Portal (<https://ujportal.pacourts.us>) in late 2018. As this exciting time approaches, keep in mind that the Unified Judicial System of Pennsylvania (UJS) has a longstanding commitment to the Web Portal's user community that places an emphasis on reliability and security. With the GTS you will be able to start, pause, continue, and file reports at any time, day or night, from any place you have access to an internet-connected computer.

## **Understands your responsibilities**

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 will be required to log into the UJS Web Portal with a secure user account. The ability to file reports is then further protected by a unique access code that is issued to the guardian by the court. Once filed, annual reports and inventories are only viewable by the responsible Orphans' Court office.

The payment of filing fees will also be accepted online 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 the GTS will be protected using this established payment method.

## **Keeps you informed**

Because life gets busy, the GTS will send an e-mail reminder to let you know that the due date for an annual report is approaching. For your peace of mind, the GTS will also send confirmation messages to let you know when the court has received your online submission.