

Viewing the GTS Case Screen



1. Access the GTS Case screen

On your Dashboard, click in the **Case File No** field, enter the number for the appropriate case, and press *[Enter]* on your keyboard.

Find a Case

* Case File No:

OC-1011-2018

Search

[Advanced Search](#)

GTS Case - OC-12-2023 - Guardianship of DeGross, Patricia

General Information						
Judicial Authority	Is Sealed ?	Filing Fees Waived ?	Case Status	Requested Domain	Ordered Domain	Has Notes
	<input type="checkbox"/>	<input type="checkbox"/>	Adjudicated (Plenary) Incapacitated (Plenary)	Person (Plenary) Estate (Plenary)		

Incapacitated Person				
Age At Petition	Current Age	Unhoused	IFP Status	
91	93	<input type="checkbox"/>		

Representatives			
Attorney Name	Appointment Date	Paid By County	
Luedtke, Katrina			

2. Review the information, organized into tabs on the left side of the screen

Tip See the list below for the information available in each tab.

The sections of the Case Management screen contain the following:

- **General Information** – Displays basic information about the case such as the case status and state, the judicial authority, the requested guardianship domains, and the ordered guardianship domains (if the case was adjudicated incapacitated).
- **Incapacitated Person** – Displays by default when the GTS Case screen opens. Contains information on the incapacitated person (IP) that is the subject of the case including their age, date of birth, addresses, unhoused (homelessness) indicator, contact details, and representation information.
- **Case Actions** – Displays all case actions that have been recorded on the case. The **Documents** column provides the ability to open any documents that were associated with the filing and uploaded when recording the case action. Click the View Case Action icon associated with a case action to view additional details.
- **Guardians** – Lists the guardians that have been requested (proposed) or appointed for the IP. Click the Edit Guardian icon associated with a guardian to view additional details.
- **Other Case Participants** – Lists all interested parties and their relationship to the IP. Any party with the **Has Secure Access** checkbox selected can view case details and documents on this case in GTS. Click the Edit Case Participant icon associated with the participant to view additional details. Additional functions include removing case participants and adding additional case participants.

Viewing the GTS Case Screen



- **Other Case Participants** – Lists all interested parties and their relationship to the IP. Any party with the **Has Secure Access** checkbox selected can view case details and documents on this case in GTS. Click the Edit Case Participant icon associated with the participant to view additional details. Additional functions include removing case participants and adding additional case participants.
- **Attorneys** – Displays the attorneys for the incapacitated person, guardians, and any other parties on the case. Click the Edit Attorney Details icon associated with the attorney to view additional details. Additional functions include removing attorneys and adding additional attorneys.
- **Reports** – Lists all reports that have been submitted for the IP and any reports that are eligible for submission. Additional functions include the ability to enter the reports in GTS when the guardian submits a paper filing by use of the Amend Report or Create Report icons associated with each report.
- **Bond Ordered** – This tab is used to record the details of a bond when ordered by the judge or indicate that a bond has been waived. Also displays any bonds that have been issued for the case and the effective and expiration dates. Click the Edit Posted Bond icon associated with a posted bond to view additional details. Additional functions include the ability to post additional bonds and remove posted bonds.
- **Suppressed Flags** – Lists any report flags that have been suppressed. Additional functions include adding new suppressed flags and removing suppressed flags.
- **Report Reminders** – Displays any report reminders that have been added for guardian reports. The reminders display when reviewing the reports that were submitted through the reporting year that is displayed in the **Display Through Report Period** column in the grid. The grid also displays if the reminder displays for the Annual Report of the Person, the Annual Report of the Estate, or both reports. Click the Edit Report Reminder icon associated with the report reminder to view additional details. Additional functions include the ability to add other report reminders, edit reminders, and remove report reminders.