

## NOTICE TO THE BAR

### GUARDIANS OF INCAPACITATED PERSONS Inventories, Annual Reports and Final Reports

The Administrative Office of Pennsylvania Courts has implemented a statewide Guardianship Tracking System (“GTS”) to enable the Guardian of the Estate or Person of an Incapacitated Person to electronically file Inventories, Annual Reports and Final Reports, as required by court rules.

Effective **Monday, August 27, 2018**, Inventories and Reports due **on and after** *August 27, 2018* must be filed through the Guardianship Tracking System, which is available on the Unified Judicial System of Pennsylvania Web Portal at the following [link](#).

Please note, however, that **GTS cannot accept Annual Reports that were due on or before August 26, 2018**. These late reports must be filed through the Orphans’ Court Electronic Filing System available at the following [link](#).

Please note that the Guardianship Tracking System requires that each Guardian establish his/her profile and must receive a unique Password from the Clerk of the Orphans’ Court before an Inventory or Report may be filed. When the Guardian accesses GTS at the above site, the Guardian must establish a Profile and wait to receive a unique Password before the Inventory, Annual Report, or Final Report can be filed.

An Overview of GTS and UJS Portal Screens for Guardians is available at the following [link](#).

Guardians must pay the required filing fee: \$20 for Inventories and \$30 for each Annual Report or Final Report filed. A \$2.75 convenience fee will be charged for each submission. The filing fee must be paid unless the Guardian first files a Petition to Proceed *In Forma Pauperis* and the Court allows the Guardian to *proceed in forma pauperis*.

Guardians may call the Clerk’s Office at 215-686-2230 if they have not received their Password or if they have any questions.

Thank you for your assistance and cooperation.

**Hon. Matthew D. Carrafiello**  
Administrative Judge, Orphans' Court Division  
Court of Common Pleas of Philadelphia County

**Honorable Ronald R. Donatucci**  
Register of Wills/Clerk of Orphans’ Court  
Philadelphia County

Date: August 28, 2018

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