



How to Access Case Details

1. Access the Case Details screen

In the Active Cases tab on your Dashboard, click on the View Case Details icon for the appropriate case.

Active Cases (1)

Easy access for Guardians, Attorneys and interested parties to participant:

Case File No.	County	Caption	Guardian(s)	Date	Status	
OC-325-2020	Butler	Guardianship of Sobeck, Elizabeth, an Incapacitated Person	Sobeck-Moore, Patricia Mavero, Elizabeth Tuccillo	2020	Adjudicated Incapacitated	★ 🔍

2. Click on the tab needed

On the GTS Case screen, the information is organized into tabs on the left-hand side. Click a tab to access the available details.

Incapacitated Person	Person Info		
Case Actions	Age At Petition	Current Age	Date Of Birth
Guardians	89	92	09/14/1930
Other Case Participants	Representatives		
Attorneys	Appointment Date		
Reports			
Bond Ordered			

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

The tabs of the Case Details screen can be used as follows:

- **Incapacitated Person** – Displays basic details about the person that is the subject of the case.
- **Case Actions** – Lists all actions that have occurred on the case and provides access to case documents.
- **Guardians** – Lists the guardians that have been requested or appointed for the incapacitated person.
- **Other Case Participants** – Lists all interested parties and their relationship to the incapacitated person.
- **Attorneys** – Displays the attorneys for the incapacitated person, guardians, and any other parties on the case.
- **Reports** – Displays a history of submitted reports. Provides the ability to begin new reports, continue reports in progress, add reports that are ready for submission to the shopping cart, delete a draft of a report, amend reports that were accepted by the court, and edit reports that were returned for correction.
- **Bond Ordered** – Displays the details of any bonds that have been associated to the case.