



How to Amend a Submitted Report

1. Access the GTS Case screen

In the Active Cases tab of the Dashboard, click on the View Case Details icon for the case that needs to have a report amended.

Active Cases (1)

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

Case File No.	County	Caption	Guardian	Adjudication Date	Status	
OC-1001-2021	Butler	Guardianship of Hollings, Katheryn, an Incapacitated Person	Hollings, Gregory	08/09/2021	Adjudicated Incapacitated	

GTS Case - OC-1001-2021 - Guardianship of Hollings, Kather

General Information

Judicial Authority	Is Sealed ?	Filing Fees Waived ?	Case Status	Case State	Filing Date	Requester
Yeager, S. Micha	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adjudicated Incapacitated	Open	08/07/2021	Person (Pl... Estate (Pl...

Incapacitated Person

Case Actions

Guardians

Other Case Participants

Attorneys

Reports

Bond Ordered

Person Info	Age At Petition	Current Age	Date Of Birth	Date Of
	84	86	09/10/1936	mm/dd/yy

Representatives

Appointment Date	Appointed By Court

2. Access the list of reports

On the GTS Case screen, click on the Reports tab.

GTS Case - OC-1001-2021 - Guardianship

General Information

Judicial Authority	Is Sealed ?	Filing Fees Waived ?	Case Status	Has Notes
Yeager, S. Micha	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adjudicated Incapacitated	

Incapacitated Person

Case Actions

Guardians

Other Case Participants

Attorneys

Reports

Bond Ordered

Report	Due Date	Status	Tags
Inventory	11/09/2021	Accepted	
Person	11/09/2022	Accepted	

3. Open the report that needs to be amended

Click the Amend Report icon to the right column of the report that needs to be updated.

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5. Make the necessary changes to the report

Please include any comments you would like to make for this report:

Added missed hospitalization.

Please attach any supporting documentation

Document Name	File
No results found	

I, the guardian of the Person, verify that the foregoing information is correct to the best of my knowledge, information and belief, and that this Verification is subject to the penalties of 18 Pa.C.S. § 4904 relative to unsworn falsification to authorities.

I, the guardian of the Person, further acknowledge that the Notice of Filing must be served within 10 days of the filing of this report, pursuant to Pa. O.C. Rule 14.8(b). Service shall be in accordance with Pa. O.C. Rule 4.3.

* Next Action: Save
 Save and Close
 Ready for Submission
 Submit

Ok Cancel View Draft

6. Submit the filing

Choose from one of the following options and click OK:

Option 1: To submit this filing, select the **Submit** radio button. This is only available to those with the authority to submit reports in GTS.

Option 2: If you do not want to submit your filing now, select the **Save and Close** radio button. When you are ready to file, you can access this report through your Dashboard and then follow Option 1.

Option 3: If you do not have authority to submit a report in GTS and it must be reviewed by someone else prior to submission, select the **Ready for Review** radio button (*not pictured*).